Air Traffic Control Facility

Airfield Operations Department

MCAS Cherry Point North Carolina

FACILITY MANUAL
Air Traffic Control

August **15, 2013**

Includes Change 1-2 15 Aug 2015

Prepared by the ATC Training Support Specialist

AIR TRAFFIC CONTROL FACILITY
Airfield Operations Department
Marine Corps Air Station
Cherry Point, North Carolina 28533-5010

ATCFacO P3722.1Q
ATCFO
1 Aug 13

AIR TRAFFIC CONTROL FACILITY ORDER P3722.1Q

From: Air Traffic Control Facility Officer
To: Air Traffic Control Facility Personnel

Subj: AIR TRAFFIC CONTROL FACILITY MANUAL

Ref: (a) NAVAIR 00-80T-114

1. Purpose. This Manual is promulgated under the provisions of reference (a) which requires standardized facility operating procedures.

2. Cancellation. ATCFacO P3722.1P and all of its changes.

3. Effective Date. This manual is effective 15 Aug 13.

4. Scope. This Manual addresses Air Traffic Control matters concerning the Air Traffic Control Facility, MCAS Cherry Point, North Carolina. It is applicable to all assigned personnel and is designed to assist controllers in achieving high levels of qualification and proficiency. However, no attempt has been made to provide all required information into one manual; therefore, controllers are expected to make maximum use of all other applicable source material available within the facility.

5. Action. All Air Traffic Controllers shall comply with the standard operating procedures prescribed in this Manual and maintain the spirit and intent of this publication in carrying out assigned duties as professional Air Traffic Controllers.

6. Explanation of Changes. See the Explanation of Changes attachment.

7. Certification. Reviewed and approved this date.

SCOTT M. SCHMITZ
Air Traffic Control Facility Officer
Capt USMC

Distribution:
Airfield Operations (5)
ATREP (2)
ATC Facility (100)

RECORD OF CHANGES

CORRECTION OR CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	ENTERED BY SIGNATURE
Change 1	5 Feb 15	5 Feb 15	J. G. Hendrickson
Change 2	15 Aug 15	15 Aug 15	J. G. Hendrickson

EXPLANATION OF CHANGES ATCFacO P3722.1Q 15 Aug 13	
CHAPTER ONE	
1-202 ABBREVIATIONS	Unmanned Aerial System added.
1-204 POSITION RELIEF CHECKLIST	Shift change procedures amplified. FacDir 004-13
1-403 HEADSETS	Replacement procedures added. FacDir 015-12
1-405 LOCKER ASSIGNMENTS	Assignment procedures amplified. FacDir 015-12
1-419 LEAVE AND LIBERTY	Leave policy for trainees added. Authority for liberty changed from FWO to Crew Chief. FacDir 011-12
1-420 UNIFORMS	Uniforms for Fridays added.
CHAPTER TWO	
2-102 MARINES CHECKING OUT	Transportation of MPR added. NATOPS 6.5.3
2-203 COMBINING OF POSITIONS	Radar manning requirements added. FacDir 022-12
2-308 DAILY SUA ACTIVATION LOG	Responsibility for filling out log and forwarding to Range Control changed.
2-324 MCIEAST MONTHLY REPORT	Name of report changed.
2-329 ANNUAL SKILL CHECKS	New paragraph for annual skill check form. FacDir 024-12
2-402 TRAINING CHIEF	Removed QA and QMB functions.
2-403 CONTROL TOWER CHIEF	Removed QA and QMB functions.
2-404 RADAR CHIEF	Removed QA and QMB functions.
2-604 AIRSPACE AND APPROACH FIXES	Fix names and locations updated.
2-707 PUBLICATIONS AVAILABLE	NATOPS Manual for UAS Shadow added.
CHAPTER FOUR	
4-204 POSITION EVALUATIONS	Annual skill check form added. FacDir 024-12
4-205 TOWER VISIBILITY OBSERVERS	Frequency of course added.
4-302 FACILITY TRAINING REQUIREMENTS	Number of qualifications to calculate control limits changed to 12. Simulation requirements are required for initial qualifications only. Training on combined positions updated. FacDir 006-13 and 022-12.
4-303MINIMUM OJT POSITION TIME	Minimum time can be a combination of OJT and simulation. FacDir 019-12
4-314 TAPE TALK PROGRAM	Requirement changed from 25% to 50%. FacDir 017-12
4-501 NAVAIR 655	MARADMIN changed to NAVAIR 655. NATOPS 6.5.5
4-503 NAVAIR 655 PROGRESSION	MARADMIN changed to NAVAIR 655. NATOPS 6.5.5
4-504 MCAS CHERRY POINT SUPPLEMENTS	Sentence added to define orientation program.

4-603 CONTROLLER EVALUATION BOARD	Simulation added to documentation available.
4-604 SUSPENSION OF TRAINING	FWO should suspend vice terminate.
4-703 TOWER SIMULATOR	Use of secondary tower simulator added.
4-704 SIMULATOR POSITION LOGS	Position Identified for BOARD added.
CHAPTER FIVE	
5-404 STANDARD IFR DEPARTURE CLIMB-OUT	Climbout procedures for runways 23L and 5L changed. FacDir 013-13
5-405 LOCAL IFR CLEARANCES	All phraseology updated to show new climbout procedures. FacDir 020-12 and 013-13
5-407 VFR ON TOP	All phraseology updated to show new climbout procedures. FacDir 013-13
CHAPTER SIX	
FIGURE 6-1-2	Altitudes revised. FacDir 003-13
FIGURE 6-1-4	Several subareas deleted or revised.
6-305 INSTRUMENT APPROACHES	ILS/RNAV approaches revised. Copter RNAV approaches for Onslow Hospital added. Localizer Rwy 26 at MRH deleted.
6-318 UNMONITORED ILS	Removed due to the monitor no longer being located in the control tower.
6-602 R-5306A AREAS	Several subareas deleted or revised.
APPENDIX A	
SECTION 2 – UNMANNED AERIAL VEHICLE PROCEDURES	New section added to include procedures from VX-20 Letter of Agreement.
SECTION 3 – PRACTICE PRECAUTIONARY APPROACH PROCEDURES	Entire section moved from section 5 to section 3 to replace deleted space shuttle procedures.
SECTION 4 – AC-130 WITH HOT GUNS PROCEDURES	Entire section moved from section 6 to section 4 to replace deleted section. Sections 5 and 6 deleted.
APPENDIX C	
LETTERS OF AGREEMENT	Seven new LOAs added.
APPENDIX E	
STANDARD POSITION LOCATION CODES	New NAVAIR identifiers added.
APPENDIX G	
POSITION EVALUATION	Four day evaluation form added.
APPENDIX H	
FDIO HANDBOOK	New appendix added for FDIO procedures.

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ATCFacO P3722.1Q
ATCFO
4 Feb 15

AIR TRAFFIC CONTROL FACILITY ORDER P3722.1Q Change 1

From: Air Traffic Control Facility Officer
To: Air Traffic Control Facility Personnel

Subj: AIR TRAFFIC CONTROL FACILITY MANUAL CHANGE 1

1. Purpose. This change transmits revised pages to ATC Facility Order P3722.1Q

2. Distribution. This manual is distributed to all air traffic controllers at MCAS Cherry Point and select offices under the cognizance of Commander Marine Corps Air Bases East.

3. Effective Date. 5 Feb 15

4. Explanation of Changes. See the Explanation of Changes attachment.

5. Disposition of Transmittal. Retain this transmittal until superseded by a new basic order.

6. Page Control Chart. See the Page Control attachment.

J. R. HERNANDEZ
Air Traffic Control Facility Officer
Maj USMC

Distribution:
Airfield Operations (5)
ATC Facility (95)

EXPLANATION OF CHANGES ATCFacO P3722.1Q Change 1 5 Feb 15	
CHAPTER ONE	
1-105 EFFECTIVE DATES	Dates changed.
1-106 PUBLICATION DATES	Dates changed.
1-202 ABBREVIATIONS	Abbreviations ACPM, CCL, RAA, RAE and RAW added.
1-301 MCIEAST ATC T&R	Removed biennial rotation.
1-305 ATC TRAINER OF THE YEAR AWARD	GS-13 replaced with SATCS. FacDir 014-14
1-406 TIME CARDS	GS-13 replaced with SATCS. Procedures for BUEs to input time card information through SLDCADA added. FacDir 010-14 and -14-14
1-417 BRIEFING AREA	Binder descriptions updated. FacDir 014-14
1-418 OPERATIONAL CREW BRIEFINGS	Redundant paragraph removed. FacDir 014-14
1-419 LEAVE AND LIBERTY	Leave policy during training clarified. FacDir 013-14
CHAPTER TWO	
2-203 COMBINING OF POSITIONS	New abbreviations edited.
2-204 CIVILIAN EMPLOYEE/BARGAINING UNIT	Paragraph relocated to this position. FacDir 014-14
2-304 AIR ACTIVITY REPORTS	Tower printout requirement removed.
2-308 SUA ACTIVATION LOGs	SUA Forms updated. Airspace Expansion
2-314 POSITION EVALUATIONS	FAA Form changed to MCAS Form. FacDir 020-14
FIG 2-3-4 RADAR TOTALS	Form updated for new airports MQI, OCW and PMZ.
FIG 2-3-5 ATCAA USAGE	Forms for ATCAA usage developed. Airspace Expansion
FIG 2-3-15 ATC EVALUATION	New MCAS Form. FacDir 020-14
FIG 2-3-16 FOUR DAY EVALUATION	Updated MCAS Form. FacDir 020-14
2-405 FACILITY WATCH OFFICER	FWO designation redefined. FacDir 014-14
2-600 LOCAL BASED SQUADRONS	VMAQ-1 change to VMAQT-1.
2-604 AIRSPACE AND APPROACH FIXES	MQI, OCW and PMZ added. Point Alpha moved to the 140 radial. BENGY changed to KIYEK. Airspace Expansion
2-605 INTERFACILITY LANDLINES	Six landlines added for airspace expansion.
2-608 LOCAL FREQUENCIES	MRH and MQI frequencies added. Airspace expansion
2-609 ADJACENT FACILITY FREQUENCIES	ZDC, NTU, ORF and ECG added.
2-707 PUBLICATIONS AVAILABLE	Typo corrected.

CHAPTER THREE	
3-101 ELECTRIC SHOCK HAZARD	Figures updated with position identifiers.
3-201 BOMB THREATS	Form updated.
CHAPTER FOUR	
4-104 SATCS RESPONSIBILITIES	GS-13 replaced with SATCS. FacDir 014-14
4-203 CURRENCY REQUIREMENTS	Realigned per NATOPS requirements. FacDir 014-14
4-204 POSITION EVALUATIONS	GS-13 replaced with SATCS. FacDir 014-14
4-205 TOWER VISIBILITY OBSERVERS	Reworded to include testing requirement.
4-302 FACILITY TRAINING REQUIREMENTS	Abbreviations corrected.
4-305 TRAINING TEAMS	GS-13 changed to SATCS. FacDir 014-14
FIG 4-3-1 OJT TIME LIMITS	Pre OJT Sim removed, RFC limits now by approaches. FacDir 018-14
FIG 4-3-2 TRAINING PLAN	Form updated.
4-308 PERFORMANCE SKILL CHECK	GS-13 changed to SATCS. FacDir 014-14
4-309 PERFORMANCE SKILL CHECK	GS-13 changed to SATCS. FacDir 014-14
4-311 QUALIFICATION SKILL CHECK	Procedures updated. FacDir 013-14
4-312 EXAMINERS	GS-13 changed to SATCS. FacDir 014-14
4-313 ADDITIONAL OJT	Replaced with NATOPS standard. FacDir 003-14
4-316 GCA IFR TRAINING	GS-13 changed to SATCS. FacDir 014-14
4-317 DESIGNATIONS	FWO designation procedures. FacDir 014-14
4-504 MCAS CHERRY POINT SUPPLEMENTS	ACPMs added.
4-704 SIMULATOR POSITION LOGS	Procedures moved to Appendix E.
CHAPTER FIVE	
FIG 5-1-1	Airfield layout upgraded.
FIG 5-1-3	Distances updated.
5-200 CONTROL TOWER TEAM POSITIONS	ASL changed to CCL.
5-203 ASSOCIATE LOCAL CONTROL	ASL changed to CCL.
5-302 VTL PAD OPERATIONS	ASL and ASA changed to CCL and RAA.
5-303 COMBAT AIRCRAFT LOADING AREA	AirOps Calendar replaced with Airfield Operations.
5-404 STANDARD CLIMB OUT	Exception removed.
5-405 LOCAL IFR CLEARANCES	BENGY changed to KIYEK.
5-407 VFR ON TOP	BENGY changed to KIYEK.
5-415 VISCOM COORDINATION	ASL changed to CCL.

5-502 CONTROL SYMBOLOGY	Hammerhead and Sabre removed.
5-702 EMERGENCY NOTIFICATION	ASL changed to CCL.
CHAPTER SIX	
6-100 GENERAL	Manteo, Plymouth and Warren added.
6-102 ADJACENT AIRSPACE	List updated for new airspace.
6-103 MINIMUM VECTORING ALTITUDE CHART	Description of figures added.
FIG 6-1-1	New
FIG 6-1-2	Upgraded
FIG 6-1-3	New
FIG 6-1-5	New
FIG 6-1-6	New
FIG 6-1-7	Upgraded
FIG 6-1-8	New
FIG 6-1-9	MVAC updated.
FIG 6-1-10	MVAC updated.
6-104 FIXES, AIRWAYS AND AIRPORTS	New Title
FIG 6-1-11	New
FIG 6-1-12	New
FIG 6-1-13	Upgraded
FIG 6-1-14	Upgraded
FIG 6-1-15	Upgraded
FIG 6-1-16	Upgraded
6-200 TERMINAL RADAR TEAM POSITIONS	Positions moved.
6-201 SATCS	GS-13 replaced with SATCS. FacDir 014-14
6-204 APPROACH EAST	Approval Request procedures added.
6-206 RADAR ASSOCIATE POSITIONS	Abbreviations changed.
6-207 ARRIVAL CONTROL	ASL changed to CCL.
6-208 RADAR ASSOCIATE ARRIVAL	Title Changed.
6-209 FINAL CONTROL	Abbreviations changed.
6-301 AOM TOPICS	Familiarization flights, Tow target procedures and A-4 hydraulic disconnect removed.
6-302 CONTACT APPROACH	ASL changed to CCL.
6-305 INSTRUMENT APPROACHES	OCW, MQI and PMZ added.
6-310 EQUIPMENT STATUS	RATCF DAIR changed to automation.

6-316 CHERRY POINT WAVEOFFS	"Tower directs waveoff" added to phraseology.
6-317 AV-8 MINIMUM FUEL	AV-8 added for clarity.
6-318 CLOSED CONTROL TOWER AT MCAS NEW RIVER	Closed tower procedures added. FacDir 004-14
6-324 INFORMATION AND STATUS BOARDS	Description of status board menu items added. FacDir 023-14
FIG 6-3-5	New Status Boards and procedures. FacDir 023-14
6-328 CONTROL SYMBOLOGY	Numbers given to associated figures.
FIG 6-3-7	Symbols for Norfolk and Oceana added.
FIG 6-3-8	Hammerhead and Sabre removed.
FIG 6-3-9 through 6-3-16	Renumbered.
FIG 6-3-10	TB changed to TK.
FIG 6-3-11	TB changed to TK.
FIG 6-3-12	TB changed to TK.
6-334 SINGLE FREQUENCY APPROACH PROCEDURES	Procedures for assigning frequencies for single-piloted turbojet aircraft added. FacDir 022-14
FIG 6-4-2	KTS changed to KIAS.
FIG 6-4-3	Distances added for new airspace.
FIG 6-4-4	MQI added.
FIG 6-4-5	KTS changed to KIAS.
FIG 6-4-6	BENGY replaced with KIYEK. KTS changed to KIAS.
6-501 SCRATCH PAD	Paragraph added for NATOPS compliance. FacDir 001-14
6-502 MSAW/CA	Paragraph added for NATOPS compliance. FacDir 015-14
6-503 STARS DATA ENTRY REQUIREMENTS	Paragraph added for NATOPS compliance. FacDir 015-14
6-504 STARS TDW QUICK LOOK FUNCTIONS	Paragraph added for NATOPS compliance. FacDir 015-14
6-505 MULTI SENSOR RADAR	Paragraph added for NATOPS compliance. FacDir 015-14
6-506 STARS OPERATIONAL MODE TRANSITION PROCEDURES	Paragraph added for NATOPS compliance. FacDir 015-14
6-507 STARS VIDEO MAPPING	Paragraph added for NATOPS compliance. FacDir 015-14
6-508 SENSOR MODE CHECKLIST	Paragraph added for NATOPS compliance. FacDir 015-14
6-604 NEUSE ATCAA	Altitudes available updated.
6-605 HATTERAS B ATCAA	New paragraph and figure added to describe ATCAA.
6-607 RELEASE OF AIR-8	Deleted.
FIG 6-6-3	Graphic for ATCAAs added.
6-609 LOG ENTRIES FOR SUA	ATCAA added.

6-613 ATCAA PROCEDURES	New paragraph added with suggested phraseology.
6-702 EMERGENCY NOTIFICATION	ASL changed to CCL.
6-703 ARRESTED LANDINGS	ASL changed to CCL.
APPENDIX C	
LETTERS OF AGREEMENT	New LOAs added and/or updated
APPENDIX E	
GUIDE FOR POSITION LOGS	Simulation log procedures moved to this section.
APPENDIX G	
POSITION EVALUATION	New forms and procedures. FacDir 020-14

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ATCFacO P3722.1Q
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6 Aug 15

AIR TRAFFIC CONTROL FACILITY ORDER P3722.1Q Change 2

From: Air Traffic Control Facility Officer
To: Air Traffic Control Facility Personnel

Subj: AIR TRAFFIC CONTROL FACILITY MANUAL CHANGE 2

1. Purpose. This change transmits revised pages to ATC Facility Order P3722.1Q

2. Distribution. This manual is distributed to all air traffic controllers at MCAS Cherry Point and select offices under the cognizance of Commander Marine Corps Air Bases East.

3. Effective Date. 15 Aug 15

4. Explanation of Changes. See the Explanation of Changes attachment.

5. Disposition of Transmittal. Retain this transmittal until superseded by a new basic order.

6. Page Control Chart. See the Page Control attachment.

J. R. HERNANDEZ
Air Traffic Control Facility Officer
Maj USMC

Distribution:
Airfield Operations (5)
ATC Facility (95)

EXPLANATION OF CHANGES ATCFacO P3722.1Q Change 2 15 Aug 15	
CHAPTER ONE	
1-105 EFFECTIVE DATES	Next edition dates added.
1-106 PUBLICATION DATES	Next edition dates added.
CHAPTER TWO	
FIG 2-3-4 RADAR TOTALS	Form updated to includes SUA counts.
CHAPTER FOUR	
4-104 SATCS RESPONSIBILITIES	MACCS Form and progression benchmarks added.
4-106 TRAINEE RESPONSIBILITIES	Responsibility for completion of tests added.
4-305 TRAINING TEAMS	And/or added to simulation and OJF requirements. Shall changed to should for OJTI responsibility.
4-307 LESSON FORMAT	Format for LTGs updated.
4-311 QUALIFICATION SKILL CHECK	FWS replaced with SATCS.
4-504 T&R SUPPLEMENTS	Titles updated and instructor events added.
4-603CONTROLLER EVALUATION BOARD	Added phrase “to include additional time if granted”.
4-705 SIMULATOR TRAINING REQUIREMENTS	“Will” change to “may”.
CHAPTER FIVE	
FIG 5-1-2	Runway distances updated.
5-205 TOWER FLIGHT DATA	Phraseology for formation flights corrected.
5-405 LOCAL IFR CLEARANCES	Clearance fix corrected for HI TACAN Z and HI TACAN 14L.
5-430 OPPOSITE DIRECTION	New paragraph added to establish required opposite direction procedures.
5-501 TERMINAL DATA ENTRIES	Block 3 use revised.
CHAPTER SIX	
6-105 DISCRETE BEACON CODE ASSIGNMENTS	Delegated beacon code assignment revised.
6-209 FINAL CONTROL	Requirements for verbal coordination revised.
6-302 CONTACT APPROACH	ASA corrected to RAA.
6-323 RUNWAY THRESHOLD, APPROACH LIGHT AND DECISION HEIGHT CALLS FOR PAR	Title changed and description of Decision Height (DH) added.
6-324 INFORMATION AND STATUS BOARDS	Graphics for electronic SUA Status Board updated.
6-327 TERMINAL DATA ENTRIES	Block 3 use revised.
FIG 6-3-7	Strip marking symbols for radar sectors added.

6-335 OPPOSITE DIRECTION IFR	New paragraph added to establish required opposite direction procedures.
6-401 STRIP MARKING	Block 3 use revised.
6-603 SPECIAL USE STRIP MARKING	Local procedures for strip marking and counting for air activity reports added.
APPENDIX C	
LETTERS OF AGREEMENT	New LOAs added and/or updated
APPENDIX H	
FLIGHT DATA INPUT/OUTPUT HANDBOOK	Instructor for “WR” entries added.

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Chapter 1. INTRODUCTION

Section 1. GENERAL

1-100 PURPOSE

a. This manual prescribes air traffic control procedures and phraseology for use by persons providing air traffic control services. Controllers are required to be familiar with the provisions of this manual that pertain to their operational responsibilities and to exercise their best judgment if they encounter situations that are not covered by it.

b. This manual also provides personnel with the Administrative and Operational guidance for the safe and efficient operation of the ATC Facility at Marine Corps Air Station (MCAS) Cherry Point, N.C.

1-101 DISTRIBUTION

This manual is distributed to all air traffic controllers at MCAS Cherry Point and posted on the NAVY/Marine Corps web site at https://atc.navy.mil.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.1.6.1

1-102 CANCELLATION

ATCFacO P3722.1P and all of its changes and errata are canceled.

1-103 MANUAL CHANGES

Personnel should submit recommended changes in procedures to the Procedures Evaluation Board (PEB). Changes will be promulgated initially by Facility Directive and then annually as formal changes to this Facility Manual. The changes and briefing guide will be published at least 8 days prior to the effective date of the change.

REFERENCE
ATCFM, paragraph 1-426

1-104 FACILITY DIRECTIVES AND MEMOS

In order to disseminate operational information and ensure that it is incorporated or disposed of properly, standard Facility Directive and Facility Memo sheets will be used. Facility Directives and Memos shall contain only one (1) subject. See figures 1-1-1 and 1-1-2.

a. Facility Directive – Used to establish or change ATC procedures that have been issued by a Letter of Agreement, AOM, Facility Manual, previous Facility Directive, etc.

b. Facility Memo - Used to publish operational information that does not change or establish procedures. These are generally temporary memos that announce airfield status changes or effective dates of Special Military Operations.

c. All Facility Directives and Memos receive an issue number and include disposition procedures. Facility Directives start with Issue 001-year and Facility Memos start with Issue 101-year.

d. Facility Memos self cancel one year from date of publication or as directed by disposition. Facility Directives cancel as directed by disposition. Memos and Directives shall be posted in the central briefing area.

REFERENCE
ATCFM, paragraph 1-417

1-105 EFFECTIVE DATES

ATCFacO P3722.1Q	15 Aug 13
Change 1	5 Feb 15
Change 2	15 Aug 15
Change 3	15 Aug 16
ATCFacO P3722.1R	15 Aug 17

FACILITY DIRECTIVE

Issue 021-10 **27 Sep 10**

From: Air Traffic Control Facility Officer
To: ATC Facility

Subj: TOWER VISIBILITY OBSERVER PROCEDURES

Ref: (a) NAVMETOCCOMINST 1500.3H
(b) NAVAIR 00-80T-114
(c) ATCFacO P3722.1N (ATC Facility Manual)

Encl: (1) Sample Tower Visibility Observer Certificate

1. Due to a major change in reference (a), the certification of air traffic controllers as Tower Visibility Observers is no longer administered by the Weather Department. The ATC Training Branch will be responsible for completing the requirements of reference (b) and the ATCFO now has authority to issue the certification. All previously certified controllers are still certified and do not require attendance of the new course.

2. Change reference (c) to read:

4-205 TOWER VISIBILITY OBSERVERS

a. All controllers shall be certified as Tower Visibility Observers prior to completion of the Basic Tower Controller T&R Supplement.

b. Facility Watch Officers (FWOs) shall coordinate with the Tower Chief for the controllers that require certification. The Tower Chief will schedule, announce and provide the visibility course once per month based on the input from the watch crews.

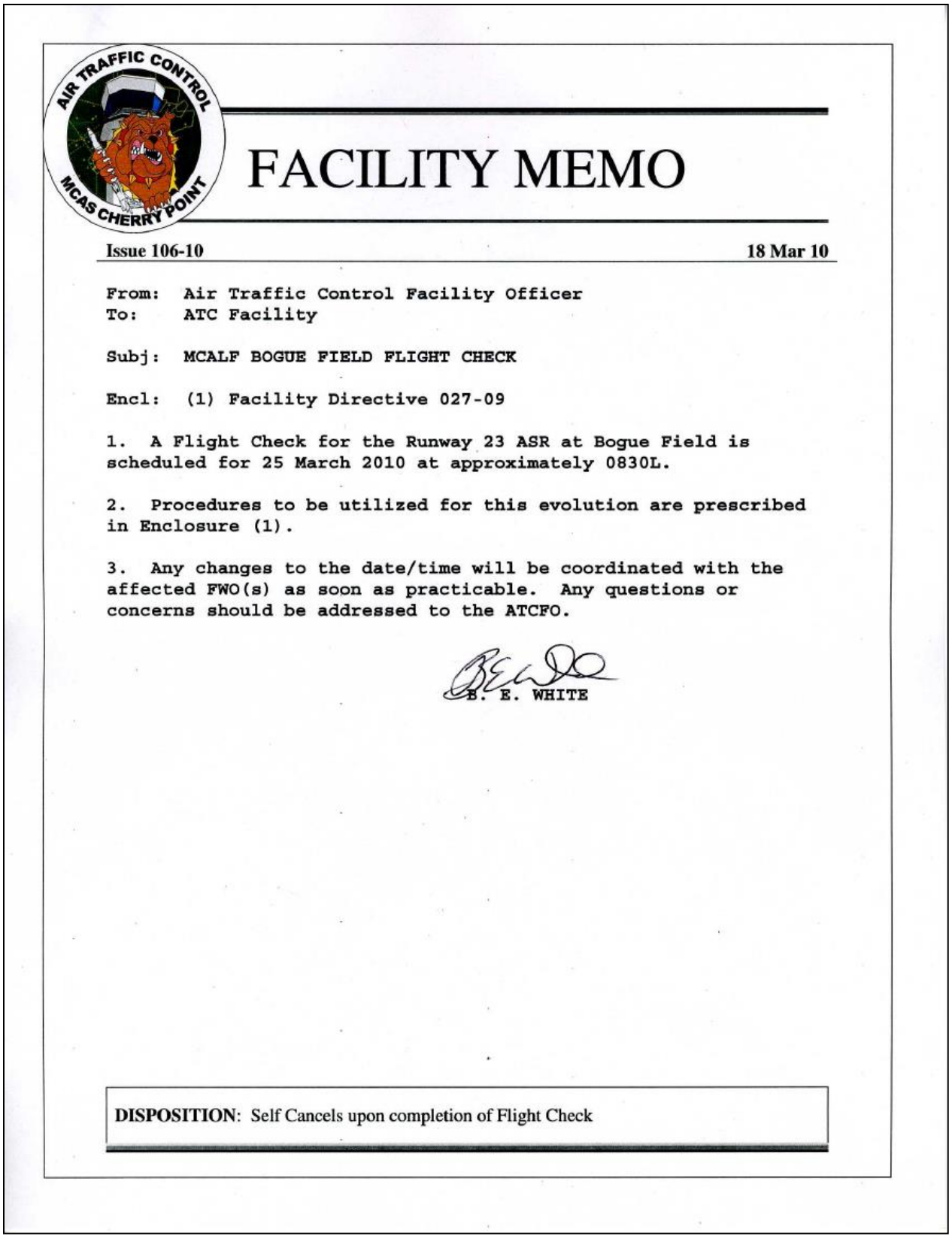
4. FWOs shall ensure all instructors and trainees are made aware of this directive no later than 8 Oct 10.

B. E. WHITE

NATCA 27 Sep 10

DISPOSITION: Include in next change to the ATC Facility Manual

Figure 1-1-1



AIR TRAFFIC CONTROL
MCAS CHERRY POINT

FACILITY MEMO

Issue 106-10 **18 Mar 10**

From: Air Traffic Control Facility Officer
To: ATC Facility

Subj: MCALF BOGUE FIELD FLIGHT CHECK

Encl: (1) Facility Directive 027-09

1. A Flight Check for the Runway 23 ASR at Bogue Field is scheduled for 25 March 2010 at approximately 0830L.

2. Procedures to be utilized for this evolution are prescribed in Enclosure (1).

3. Any changes to the date/time will be coordinated with the affected FWO(s) as soon as practicable. Any questions or concerns should be addressed to the ATCFO.

B. E. WHITE

DISPOSITION: Self Cancels upon completion of Flight Check

Figure 1-1-2

1-106 PUBLICATION DATES

This manual and its changes are scheduled to be published every 12 months. The effective date of each change/update will be determined upon publication.

ATCFacO P3722.1Q	1 Aug 13
Change 1	5 Feb 15
Change 2	1 Aug 15
Change 3	1 Aug 16
ATCFacO P3722.1R	1 Aug 17

1-107 PASS DOWN LOGS

The Pass Down Log is to be used for time critical entries of a short term duration, not to exceed three (3) weeks. Any procedure, policy change or information of longer than a three (3) week duration shall be incorporated into a Facility Directive or Memo. Entries shall be dated and include the originating source by operating initials.

1-108 RETENTION OF RECORDS

REFERENCE
NAVAIR 00-80T-114, paragraphs 3.10.3 and 3.10.4

Section 2. TERMS OF REFERENCE

1-200 WORD MEANINGS

Word meanings used in this manual are the same as word meanings in FAA JO 7110.65.

REFERENCE
FAA JO 7110.65, paragraph 1-2-1

1-201 ANNOTATIONS

Annotations and pages are marked as follows:

a. The change number and the effective date are printed on each revised or additional page.

b. A page that does not require a change is reprinted in its original form.

c. Bold vertical lines in the margin of changed pages indicate the location of substantive revisions to the order. Bold vertical lines adjacent to the title of a chapter, section, or paragraph means that extensive changes have been made.

d. The annotation ***PHRASEOLOGY*** denotes the prescribed words and/or phrases to be used in communications.

e. The annotation ***EXAMPLE*** provides a sample of the way the prescribed phraseology associated with preceding paragraph(s) will be used. If the preceding paragraph(s) does (do) not include specific prescribed phraseology, the ***EXAMPLE*** merely denotes suggested words and/or phrases that may be used in communications.

f. The annotation ***REFERENCE*** provides additional sources of information or more detail to a particular subject.

g. The annotation ***NOTE*** indicates a statement of fact, or of a prefatory or explanatory nature relating to directive material.

1-202 ABBREVIATIONS

As used in this manual, the following abbreviations have the meanings indicated.

Abbreviation	Meaning
ABO	Air Bases Order
AC	Air Carrier
ACPM	Aviation Career Progression Model
AIA	Actual Instrument Approach
AIM	Aeronautical Information Manual
AIREVAC	Air Evacuation
AIROPS	Airfield Operations
ALTRV	Altitude Reservation
APE	Approach East
APN	Approach North
APW	Approach West
AOM	Airfield Operations Manual
AR	Arrival Control
ARTCC	Air Route Traffic Control Center
ASO	Air Station Order
ASR	Airport Surveillance Radar
AT	Air Taxi
ATAA	Air Traffic Activity Analyzer
ATC	Air Traffic Control
ATCAA	ATC Assigned Airspace
ATCF	ATC Facility
ATCFM	ATC Facility Manual
ATCFO	ATC Facility Officer
ATCM	ATC Maintenance
ATCMO	ATC Maintenance Officer
ATCS	ATC Specialist
ATCT	ATC Tower
ATREP	Air Traffic Representative
AWT	Airman Written Test
BUE	Bargaining Unit Employee
C-NET	Crash Vehicle Radio Network
CALA	Combat Aircraft Loading Area
CBA	Collective Bargaining Agreement
CBI	Computer Based Instruction
CC	Crew Chief
CCA	Carrier Controlled Approach
CCL	Cab Coordinator Local
CDSA	Class D Surface Area
CEB	Controller Evaluation Board
CFR	Crash Fire and Rescue
CIC	Controller In Charge
CMC	Commandant of the Marine Corps
CMS	Communication Material Security
CNO	Chief of Naval Operations
CPR	Cardiopulmonary Resuscitation

CTC	Control Tower Chief
CTO	Control Tower Operator
DAIR	Direct Altitude Identity Readout
DASI	Digital Altimeter Setting Indicator
DOD	Department of Defense
DV	Distinguished Visitor
EET	Expected Exit Time
EFC	Expect Further Clearance
EOD	Explosive Ordnance Disposal
ERT	Expected Recovery Time
FAA	Federal Aviation Administration
FC	Final Control
FCLP	Field Carrier Landing Practice
FD	Tower Flight Data
FDIO	Flight Data Input/Output
FLIP	Flight Information Publication
FMH	Federal Meteorological Handbook
FOB	Fuel On Board
FOD	Foreign Object Damage
FWO	Facility Watch Officer
GA	General Aviation
GC	Ground Control
GCA	Ground Controlled Approach
H&HS	Headquarters & Headquarters Squadron
HERO	Hazards of Electromagnetic Radiation to Ordnance
IFF	Identification Friend or Foe
IFR	Instrument Flight Rules
IIC	Investigator in Charge
ILS	Instrument Landing System
IPART	Improved PAR Trainer
IVCSS	Integrated Voice Communication Switching System
JTFEX	Joint Task Force Exercise
LC	Local Control
LOA	Letter of Agreement
LZ	Landing Zone
MAG	Marine Aircraft Group
MAW	Marine Aircraft Wing
MCIEAST	Marine Corps Installations East
MCALF	Marine Corps Auxiliary Landing Facility
MCAS	Marine Corps Air Station
MCO	Marine Corps Order
MOA	Military Operating Area
MOA	Memorandum of Agreement
MOS	Military Occupational Specialty
MOU	Memorandum of Understanding
MVA	Minimum Vectoring Altitude
MVFR	Marginal VFR
NADEP	Naval Aviation Depot
NASA	National Aeronautics and Space Administration

NATOPS	Naval Air Training and Operating Procedures Standardization
NAWCAD	Naval Air Warfare Center, Aircraft Division
NAVAID	Navigation Aid
NAVAIR	Naval Air Systems Command
NAVREP	Navy Representative
NCOIC	Noncommissioned Officer in Charge
NMCI	Navy Marine Corps Internet
NORAD	North American Defense
ODO	Operations Duty Officer
OJF	On-the-Job Familiarization
OJT	On-the-Job Training
OJTI	OJT Instructor
OM	Other Military
OPNAVINST	CNO Naval Instruction
PAPI	Precision Approach Path Indicator
PAR	Precision Approach Radar
PEP	Procedure Evaluation Program
PMO	Provost Marshall Office
POB	Persons on Board
PPA	Practice Precautionary Approach
PPR	Prior Permission Request
PEB	Procedures Evaluation Board
RAA	Radar Associate Arrival
RAE	Radar Associate East
RATCF	Radar Air Traffic Control Facility
RAW	Radar Associate West
RD	Radar Flight Data
RDC	Radar Chief
RS	Radar Supervisor
RVL	Rolling Vertical Landing
SAR	Search and Rescue
SCATANA	Security Control of Air Traffic and Navigation Aids
SDO	Squadron Duty Officer
SECNAVINST	Secretary of the Navy Instruction
SFO	Simulated Flame Out
SIF	Selective Identification Features
SNCO	Staff Noncommissioned Officer
SOP	Standard Operating Procedures
STARS	Standard Terminal Automation Replacement System
SUA	Special Use Airspace
SVFR	Special VFR
TACAN	Tactical Air Navigation
TDW	Tower Display Workstation
TEC	Tower Enroute Control
TLS	Terminal Landing System
TLZ	Tactical Landing Zone
TQL	Total Quality Leadership
TS	Tower Watch Supervisor
TSS	Training Support Specialist

UAS	Unmanned Aerial System
UAV	Unmanned Aerial Vehicle
USA	United States Army
USAF	United States Air Force
USCG	United States Coast Guard
USMC	United States Marine Corps
USN	United States Navy
V-NET	Vehicle Radio Network
VACAPES	Virginia Capes
VAL	Visiting Aircraft Line
VFR	Visual Flight Rules
VISCOM	Visual Communications
VM	Marine Aircraft
VIDS	Visual Information Display System
VIP	Very Important Person
VSTOL	Vertical/Short Takeoff and Landing
VTL	Vertical Takeoff and Landing
VV	Navy Aircraft
WCLC	Watch Checklist Complete
WO	Wave Off
ZDC	Washington ARTCC

1-203 GLOSSARY

Actual Instrument Approach (AIA) - An aircraft making an instrument approach conducted when the visibility is less than 3 miles or the ceiling is at or below the minimum initial approaches altitude.

Bargaining Unit Employee (BUE) - Represented GS-2152 civilian controller employed by MCAS Cherry Point.

Collective Bargaining Agreement (CBA) - An agreement made by and between the National Air Traffic Controller Association (NATCA) and the Department of the Navy (DON) to promote and improve the efficient administration of the Federal Service and the well being of employees within the meaning of title VII, P. L. 95-454, established a basic understanding relative to personnel policies, practices and procedures, and matters affecting other conditions of employment and to provide a means for amicable discussion and adjustment of matters of mutual interest at the Marine Corps Air Station, Cherry Point, North Carolina.

Distinguished Visitor - Military or civilian person that holds a position defined as a Very Important Person (VIP).

Expect Further Clearance (EFC) - Coordination time used to provide nonradar separation between aircraft that have lost communications.

Expected Exit Time (EET) - Coordination time given by pilots to inform ATC of the time the aircraft is expected to exit Special Use Airspace in order to provide nonradar separation between aircraft that have lost communications.

Expected Recovery Time (ERT) - Coordination time given by pilots on local IFR clearances in order for ATC to provide nonradar separation for aircraft that have lost communications.

Facility Directive - Locally produced document used to establish or change procedures in lieu of promulgating a change to the Facility Manual or Airfield Operations Manual.

Facility Memo - Locally produced document used to issue information or instructions that are not procedural in nature.

Letter of Agreement (LOA) - Agreement between facilities and/or organizations to detail procedures and coordination required for numerous subjects.

1-204 POSITION RELIEF CHECKLIST

a. In compliance with requirements listed in FAA JO 7110.65, controllers being relieved from a position shall ensure the items listed on the appropriate position relief checklist (located on the back of the Position Log clipboard) have been briefed prior to transferring position responsibility. Position relief checklists shall be posted and maintained at each operating position.

b. Upon assuming the Radar Flight Data position during a shift change, controllers will coordinate with all appropriate agencies to confirm all SUA activations and the altitudes assigned for each area.

REFERENCE
FAA JO 7110.65, Appendix D
FAA JO 7210.3, paragraph 2-2-4

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Section 3. QUALITY ASSURANCE AND AWARDS

1-300 GENERAL

a. Each controller is responsible for maintaining the highest possible level of quality performance. Quality performance begins with a commitment and adherence to agency directives, standards, and policies. This quality performance commitment extends to each administrative and operational element of the facility including service provided to the public, cooperation within the organization, and the cost-effective use of resources.

b. Quality assurance is two-fold in its objective:

(1) Identifies commendable activities and efforts which enhance individual, facility or system performance and service; and

(2) Identifies individual, facility, or system deficiencies that detract from the quality of air traffic service. It ensures that prompt corrective action is taken by those responsible through procedural change, training, counseling, and when appropriate, disciplinary action. Effective quality assurance provides a follow-up mechanism to ensure that the specific action has corrected the identified deficiency. It then provides for management controls to ensure that problems do not recur and also assures that identified successful activities are shared throughout the system.

1-301 MCIEAST ATC TRAINING & READINESS

The MCIEAST ATC Training & Readiness Office is located at MCB Camp Lejeune and will conduct NATOPS Evaluations every 18-24 months.

REFERENCE
MCIEASTO 3722.3, Chapter 6

1-302 CORPORAL RENEHAN CONTROLLER OF THE QUARTER

a. Selection. The Corporal Renehan Controller of the Quarter shall be selected during April, July, October and January for performance during the preceding quarter.

b. Eligibility. Marines who meet the following criteria will be considered eligible for the award.

(1) Sergeant and below.

(2) No adverse actions during the preceding quarter, i.e. Page 11 entry, court action, etc.

(3) The top performer from each crew.

c. Procedures. The award nominees will be based purely on individual performance within the structure of the ATC Training Program. Statistics will be collected for the entire quarter and calculated using a set formula. The statistics will include the following:

(1) Total hours accumulated as an instructor for OJT, Simulation and Classroom.

(2) Total hours accumulated as a trainee for OJT, Simulation and Classroom.

d. Submission of Nominees. The top individual from each crew will be announced to the crew staff by the 5th working day following each quarter.

(1) Nominations will be in standard Naval correspondence format and are due to the ATCF NCOIC by the 15th of the month following the end of each quarter. The nomination shall, at a minimum, specifically include:

(a) Noteworthy accomplishments during the quarter/year.

(b) Actions that have improved the efficiency, quality or safety of Air Traffic Control services provided at MCAS Cherry Point.

(c) Completed data sheet.

(2) A controller may be selected as Controller of the Quarter more than once during a given calendar year.

e. Board Composition

(1) The Controller of the Quarter Board shall consist of the ATCF NCOIC, Training Branch Chief, Tower Branch Chief, and Radar Branch Chief.

(2) The ATCFO shall cast the deciding vote in the event of a tie.

f. Recognition. The Corporal Renehan Controller of the Quarter will receive a meritorious mast, a 72-hour liberty pass and have his/her photograph posted on the award plaque.

1-303 MCAS CHERRY POINT CONTROLLER OF THE YEAR PROCEDURES

a. Selection. The Controller of the Year for MCAS Cherry Point shall be selected in the second week of December for performance during the current calendar year. Statistical information for the Marine selected will be from 1 January through 31 December. Each ATC Crew will nominate at least one controller per year no later than 30 November. The selections will be based primarily on the Marine's knowledge, skill, and motivation as a Marine air traffic controller. Additionally, nominees must meet the minimum requirements established by Marine Corps orders in the execution of his/her duties as a U.S. Marine.

b. Eligibility. Any Marine air traffic controller meeting the following prerequisites may be nominated:

(1) Staff Sergeant and below.

(2) Assigned to the facility for a minimum of 120 days during the award period.

c. Submission of Nominees. Nominations will be in standard Naval correspondence format as depicted in ATC NATOPS, Appendix S, and shall be forwarded to the ATCF NCOIC. The nomination shall, at a minimum, specifically include:

(1) Introduction or development of and air traffic control concept by the individual has led to overall improvements in the efficiency and/or safety of naval aviation.

(2) Controller's sustained outstanding performance has significantly contributed to the efficiency or flight safety of naval aviation.

(3) Any actions where the controller was personally responsible for executing lifesaving action in response to an emergency situation.

(4) Description of controller's outstanding leadership or other individual achievement in the field of air traffic control.

d. Board Composition

(1) The Controller of the Year board shall consist of:

(a) Senior Member – designated by the ATCFO.

(b) ATCF NCOIC, Training Chief, Radar Chief, and Tower Chief.

(c) One SNCO from each crew.

(2) The senior member of the board shall cast the deciding vote in the event of a tie, but shall otherwise be a non-voting member.

1-304 PERFORMANCE AWARDS

The Federal Employees Pay Comparability Act of 1990 (FEPCA), Public Law 101-509, provides Federal agencies authority to grant civilian employees time-off from duty, without loss of pay or charge to leave, as an incentive award. Called time-off awards, this incentive may be used to encourage and reward superior accomplishment or other personal efforts that contribute to the quality, efficiency, or economy of government operations.

1-305 ATC TRAINER OF THE YEAR AWARD

The CWO-3 Joseph G. Hendrickson ATC Trainer of the Year Award is an annual award honoring Mr. Joe

Hendrickson and his dedication to the Cherry Point Air Traffic Control Training Program.

a. The nominees should represent those qualities of a trainer and instructor that Mr. Hendrickson has instilled through his OJTI course.

b. The award will be based on the following statistical criteria.

(1) OJT Instructor Hours

(2) Classroom Instructor Hours

(3) Number of trainees impacted (over 20 hours for junior positions, 30 hours for major)

(4) Number of positions trained

(5) Simulation Instructor Hours

c. The Training Branch will announce the top six award nominees from the previous year based on the above criteria, no later than 10 January of each year. The Crew Chief and/or Supervisor ATC Specialist (SATCS) for each nominee shall submit a paragraph (100-150 words) describing the nominee's intangible traits no later than 15 January. Input should include character, leadership ability, student instructor relationship and any other factors that have a bearing on the nominee's eligibility to receive the award.

d. A board composed of the NCOIC and the three branch chiefs will then select the top two nominees and submit the names to the ATCFO for final selection.

e. The winner will be presented the annual award at a formal ceremony. Other incentives may accompany this award such as, time-off award or a cash award for a civilian or a special liberty pass for a Marine.

1-306 WALL OF EXCELLENCE

A Wall of Excellence has been established in the passageway adjacent to the radar room and shall be maintained by the Tower Chief.

a. Eligibility. All Marine Controllers that receive a personal decoration or receive an award for noteworthy achievement by any authority outside of this facility.

b. Marines that meet eligibility requirements will be required to provide an 8X10 color photo to be added to the wall.

Blank

Section 4. FACILITY ADMINISTRATION

1-400 ADMINISTRATION

Reserved.

1-401 DRUG AND ALCOHOL USE

The policy set forth by the Department of the Navy shall apply in regard to the use of drugs and alcohol by ATC personnel.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.3.5
BUMEDINST 5300.8
MOU

1-402 FACILITY PARKING

The ATCF has a reserved parking policy. See Figure 1-4-1.

1-403 HEADSETS

ATCM, located in bldg 199A, will issue each controller a headset. This equipment belongs to ATCM, is issued for personal use, and must be returned upon check out. If the headset malfunctions or if the boom breaks, it is to be returned to ATCM. If the headset is lost or irreparably damaged due to the misuse or neglect, a replacement headset will be ordered from Plantronics at the controller's expense. Upon receipt, the replacement headset will be taken to ATCM for serialization.

1-404 MAIL

Personal mail is distributed to military members Mon-Fri by Postal Clerks assigned on each crew. Civilian employees are provided mail slots in the radar break room. Guard mail and electronic mail are available.

1-405 LOCKER ASSIGNMENTS

Upon assignment to crew, each controller will be assigned a locker. These lockers are to be used for storage and safeguarding of issued equipment and publications. Occasionally, due to the limited number of lockers and the fluctuating number of controllers on hand, controllers may be required to share a locker until one becomes available.

1-406 TIME CARDS

a. The SATCS will brief civilian employees on the proper usage of time cards. A Time and Attendance Logbook is located in the Radar Branch.

b. SLDCADA is the Marine Corps standard for collecting and recording Time and Attendance Records. All BUEs have received training on how to input their own time and attendance from their SATCS. Additional training on a case by case basis can be scheduled through the comptroller's office for this BUEs requiring additional training and or information.

REFERENCE
MOU (01-14)

1-407 MESSING

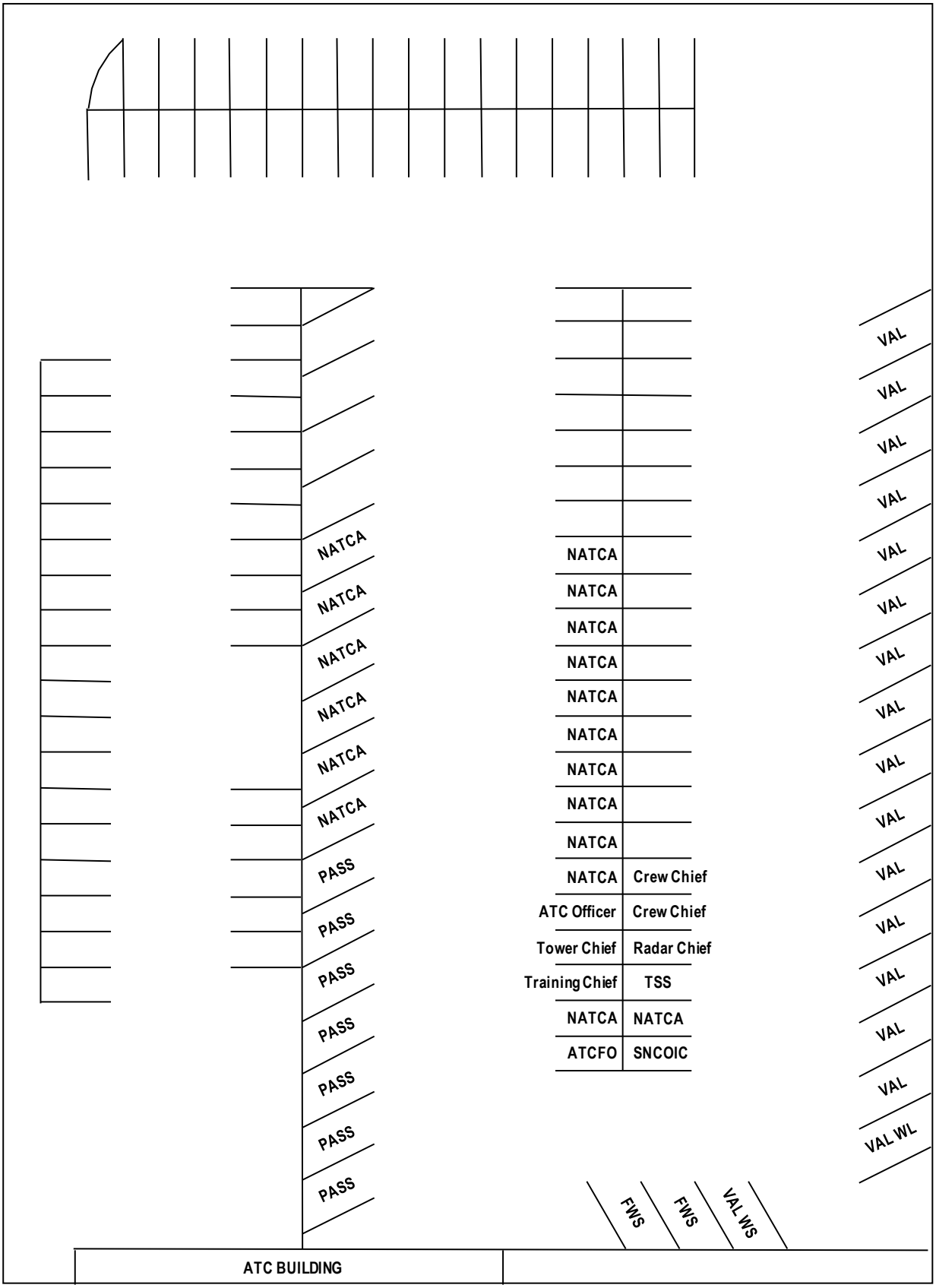
Reserved.

1-408 FACILITY TOURS

Personnel on duty during a scheduled facility tour will be notified by the FWO prior to the tour's arrival. ATC personnel requesting a tour for family or friends must obtain prior approval from the FWO. All visitors shall be escorted at all times.

1-409 AIRFIELD TOURS

ATC personnel must possess a ground control qualification, airfield operator's certificate, and a valid driver's license to conduct airfield tours for training or familiarization and check out an airfield operations vehicle to do so.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ATC BUILDING

Figure 1-4-1

1-410 PHONE USAGE

a. Telephones are provided in the tower/radar break rooms for personal use. Personal use of the phones in the tower/radar room shall be kept at a minimum. The FWO is responsible for answering the phone in the radar room.

b. The 5960 line is a recorded line designated for Special Use Airspace. It may also be used to issue clearances/control instructions, as necessary, but is not to be used to make personal calls. Anyone answering this line shall inform the caller that it is a recorded line.

c. Calls that are made to break rooms may not be answered since they are not always occupied.

d. Long distance phone calls are authorized for official business only. Personal long distance calls can be made as long as they are collect calls or a calling card is used.

e. There is a 1-800 number that individuals can use to call MCAS Cherry Point. The call will come in to the base operator, who will ask for an extension. Call 1-800-922-USMC.

f. During normal working hours (0730-1630L Mon-Fri) do not forward any phone calls or other issues to the ODO. Forward them to the Airfield Operations Officer at 466-3632. The ODO will handle any issues that arise after hours.

PHONE NUMBERS & INTERCOM

Weather	2761	01
Weather Training	4667	02
Weather Observer	2346	03
Weather Forecaster	2523	04
Flight Planning Sup	6768	05
Flight Planning Clerk	4334	06
VAL Spotters	3232	07
VAL NCOIC	2312	08
Air Ops Officer	6327	09
Asst Air Ops Officer	2048	10
Air Ops Chief	3632	11
ODO	2233	13
ATC NCOIC	4146	16
ATC Training Chief	4123	17
ATCFO	4664	18
ATCM Radar	2650	19
ATCM Comm/Navaids	2284	20
Radar Branch FAX	4580	25
ATC Tower Chief	3894	26
ATCM Comm	5057	27
ATC Radar Chief	6350	31
ATC Training Support	3334	32
Radar Branch	5960	34
Tower Branch	7084/3687	35
Tower Break Room	5915	
Radar Break Room	5904	

1-411 BLOOD DONATIONS

ATC personnel may be afforded the opportunity to donate blood if they so desire. The FWO is responsible for ensuring that the required 24 hour down time following a donation does not adversely affect facility manning.

1-412 AIRFIELD HOURS OF OPERATION

MCAS Cherry Point provides airport services as published in the FLIP IFR Supplement United States.

REFERENCE
FLIP IFR Supplement, page B-102

1-413 ATCFO AND STAFF WORKING HOURS

Normal work hours are scheduled from 0730 - 1630, Monday through Friday. The Training Support Specialist work hours are from 0645 - 1445.

1-414 ATC WATCH BILL

The ATCFO publishes the watch bill monthly. See example in Figure 1-4-2.

1-415 HOLIDAY MANNING

Facility manning during holiday periods will be at the discretion of the FWO.

3. Schedule

a. The Day crew is responsible for assigning the midwatch personnel for the control tower and the Eve crew is responsible for assigning the midwatch personnel for the TRACON.

b. The work schedule for each watch is a follows:

Day: 0700-1500L Eve: 1500-2300L Midwatch: 2300-0700L

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	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Day		3	3	2	2	1	1
Eve		1 1	2 1	3 3	4 3	5 2	6 2
Off		2	2	1	1	3M	3
Day	3	3	2	2	1	1	3
Eve	7 1	8 1	9 3	10 3	11 2	12 2	13 1
Off	2	2M	1	1	3	3	2
Day	3	2	2	1	1	3	3
Eve	14 1	15 3	16 3	17 2	18 2	19 1	20 1
Off	2	1	1	3	3	2M	2
Day	2	2	1	1	3	3	2
Eve	21 3	22 3	23 2	24 2	25 1	26 1	27 3
Off	1	1M	3	3	2	2	1
Day	2	1	1				
Eve	28 3	29 2	30 2				
Off	1	3	3				

Note: M - Civilian Makeup Day

Figure 1-4-2

1-416 ADDITIONAL DUTIES

Personnel may be assigned additional duties. Every effort will be made to keep the disruption of training to a minimum. Trainees are expected to devote off duty time while on a detail to the study of ATC.

1-417 BRIEFING AREA

A central briefing area, located next to the RS desk, is provided for all personnel to accomplish a mandatory self-brief prior to assuming the watch.

a. The ATCFO is responsible for maintaining, posting and updating all information that needs to be in this area. Any information that will be posted shall be routed through the ATCFO for formatting and signature (i.e. operational E-mail will be formatted into a Facility Directive). The FWO will be responsible for briefing and training this information.

NOTE
E-mail may be used to expedite dissemination, but a facility directive or memo should be published within 48 hours to replace the E-mail.

b. Any information of an immediate nature passed by AirOps will also be routed to the ATCFO within 48 hours to allow the ATCFO to format and disseminate the information properly. The person posting the information will be responsible for completing the Posting Record located in the front of each binder.

c. The briefing area contains, at a minimum, the following information.

(1) Status – NOTAMs, Airfield Activities, Flight Schedules, etc.

(2) Operations – Directives and Memos.

(3) General

1-418 OPERATIONAL CREW BRIEFINGS

a. Operational crew briefings will begin 10 minutes prior to all 0700-1500 and 1500-2300 shifts. The brief shall include the entire crew, which is scheduled to assume the shift. The FWO may excuse personnel from the briefing.

b. The operational brief will follow the briefing checklist; see Figure 2-3-8. The checklist will be turned in with the IFR room paperwork on the following day. There will be one checklist from the day shift and one checklist from the eve shift.

c. Crew Chiefs will schedule their military briefing prior to the operational briefing. The military briefing will be completed in a timely manner so that the operational brief will commence at 10 minutes of the hour. At the discretion of the FWO and/or Crew Chief, CBA employees may attend the military briefing.

1-419 LEAVE AND LIBERTY

The following policy is established for Marines, civilian leave policy has been established by the CBA.

a. Leave. Annual Leave requests will be submitted via Marine-On-Line (MOL) to the ATCF NCOIC via the normal chain of command. Requests must be submitted at least 5 working days in advance of the leave period. Special attention must be given to Marines in the training cycle for initial qualification to mitigate any impact on training progression.

b. Emergency Leave. During normal working hours, the ATCF NCOIC will handle Emergency Leave. Otherwise, the senior SNCO shall coordinate with the H&HS SDO.

c. Liberty. Standard liberty boundaries as defined by ABO 1050.1 shall be followed.

(1) Time off which is authorized by the Crew Chief is considered regular liberty.

(2) Facility personnel shall not be authorized more than two consecutive calendar days off without approval of the ATCFO or higher authority.

(3) Regular liberty shall not be combined with special liberty.

(4) Special liberty requests will be requested through the same chain as leave.

REFERENCE
ATCFM, paragraph 2-322

1-420 UNIFORMS

Camouflage utilities are the normal working uniform for Marines with the exception of Fridays when the appropriate service uniform is worn.

1-421 ANNUAL PHYSICALS

All controllers are required to maintain physical standards established by Federal Air Regulations.

a. Marines are responsible for scheduling their own appointment and delivering the original clearance notice to the training office. Phone Aviation Medicine at 466-0368/0369.

b. Civilian physicals will be scheduled by the facility during their birthday month. The first line supervisors will notify each controller appropriately as to the date and time to report for their respective flight physical examinations. All flight physicals performed at the Naval Hospital will be conducted on duty time and will be performed at no cost to the employee. Controllers will report to the Naval Hospital Aeromedical Department, second floor, no later than 0700L the day of their physical.

(1) Controllers shall refrain from physical training and alcohol consumption 24 hours prior to their scheduled physical.

(2) Controllers shall “fast” 12 hours prior to their scheduled physical.

(3) Controllers can expect to perform required testing during the morning period and then be scheduled for an appointment with the Flight Surgeon in the afternoon. Controllers will not be required to report back to the ATCF during that period between testing and scheduled appointment, but will report back to work upon completion of their physical, time permitting.

REFERENCE
CFR Part 67
NAVAIR 00-80T-114, paragraph 3.3.1.3 and 3.3.4.3

1-422 CLIMATE CONTROL PROCEDURES

The FWO is responsible for ensuring the temperature in the IFR room remains between 72 and 76 degrees Fahrenheit.

1-423 FOOD AND DRINK IN THE FACILITY

Personnel are prohibited from having food or drink in close proximity to electric or electronic equipment. Close proximity is defined as: The placement of food or drink containers upon the position console where it could fall or spill upon the electrical equipment.

1-424 MEDICAL CLEARANCE NOTICE

Upon receipt of a clearance notice (NAVMED 6410/2), controllers shall deliver the original to the training office.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.3.1.3

1-425 CELL PHONE USAGE

REFERENCE
NAVAIR 00-80T-114, paragraph 3.4.6.7

1-426 PROCEDURE EVALUATION BOARD (PEB)

a. A PEB will be convened on an as needed basis for the purpose of recommending to the ATCFO action to be taken regarding ATC procedures. The ATCFO will decide the composition of the board and convening date through the issuance of a Facility Memo. In certain circumstances, the ATCFO may establish or change ATC procedures without convening the PEB.

b. In addition to managing this facility's Procedure Evaluation Program, the PEB will be convened to consider the following subjects:

(1) Formal changes to this order.

(2) Recommended changes to the AOM.

REFERENCE
NAVAIR 00-80T-114, par 3.3,2.1

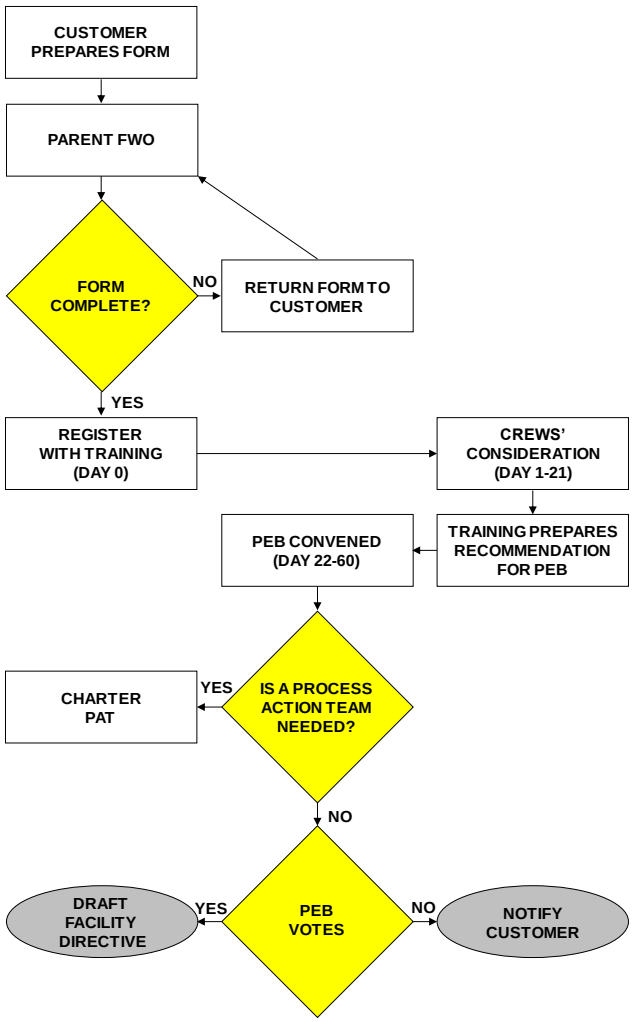


Figure 1-4-5

1-427 PROCEDURE EVALUATION PROGRAM (PEP)

a. Purpose. The PEP has been established to assist the ATCFO in enhancing, expediting, and researching Facility Recommendations. The program objective is to identify facility and system improvements that increase the quality of air traffic service. The program ensures that ATC personnel that are responsible for affecting procedural changes and training take prompt action.

b. Action. The PEB shall meet as necessary to review and research all facility recommendations. Figure 1-4-5 shows the PEP flow chart.

c. Forms. Facility Recommendation forms are located in the PEP binder in the briefing area.

REFERENCE
ATCFM, paragraph 1-417 and 2-306

1-428 DISPENSARY PERMIT

a. Civilian personnel requesting to use Occupational Health services, located in building 3907, must present a Dispensary Permit. See Figure 1-4-6.

b. Building 3907 is across from the main entrance to NADEP. Telephone number - x5241 or x3960.

c. Blank forms are located in the FWO desk.

DISPENSARY PERMIT
OPNAV 5100/9 (Rev 11-88)
S/N 0107-LF-005-2600

PRIVACY ACT STATEMENT ON REVERSE

CASE NUMBER

SUPERVISOR'S REPORT

TO DISPENSARY *(Location)*

DATE OF REPORT

EMPLOYEE'S NAME

TIME & DATE OF INJURY

TIME LEFT JOB

TIME RETURNED

SOCIAL SECURITY NO.

GRADE, RATE, JOB TITLE

OCCUPATIONAL
☐ YES ☐ NO ☐ QUESTIONABLE

REASON FOR REFERRAL
☐ INJURY ☐ ILLNESS ☐ EMPLOYEE'S REQUEST ☐ OTHER *(Specify)*

REMARKS

SUPERVISOR'S SIGNATURE

SHOP/OFFICE

TELEPHONE NUMBER

MEDICAL OFFICER'S REPORT

TIME REPORTED

TIME RELEASED

OCCUPATIONAL
☐ YES ☐ NO ☐ QUESTIONABLE

DEGREE OF INJURY
☐ FIRST AID ☐ MEDICAL TREATMENT ☐ OTHER *(Explain)*

DISPOSITION OF EMPLOYEE

☐ RETURN TO PERM. JOB _____ ☐ TEMP. TRANSFER TO ANOTHER JOB ☐ TERMINATION OF EMPLOYMENT

☐ RESTRICT ACTIVITY UNTIL _____ ☐ PERM. TRANSFER TO ANOTHER JOB ☐ SENT HOME BY DISPENSARY

☐ REFERRED TO PRIVATE PHYSICIAN/HOSPITAL ☐ OTHER *(Explain)*

REMARKS/DIAGNOSIS

MEDICAL OFFICER'S SIGNATURE

INITIAL TREATMENT DETERMINATION
☐ DISCHARGED, TREATMENT COMPLETED ☐ RE-TREATMENT REQUIRED

Figure 1-4-6

d. FWO - Upon completing the form, give the original to the employee and the copy to the ATCFO.

Blank

Chapter 2. ADMINISTRATION

Section 1. CHECK IN/CHECK OUT PROCEDURES

2-100 MARINES CHECKING IN

The assigned crew will help new personnel in getting settled and assist in making the transition easier. New personnel should ensure that all paperwork given to them by the squadron/civilian personnel department has been completed and returned. New personnel will be provided the opportunity to meet and brief with the NCOIC and ATCFO during check in.

2-101 CIVILIANS CHECKING IN

Reserved.

2-102 MARINES CHECKING OUT

Prior to detachment from the facility, all Marines shall:

a. turn in their headsets

b. turn in publications that were issued by the facility

c. obtain their MACCS Performance Record to transfer to their next facility.

Obtain a receipt for all materials turned in to complete the check out process.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.5.3

2-103 CIVILIANS CHECKING OUT

Prior to detachment from the facility, all civilians shall turn in their headsets and publications that were issued by the facility. Obtain a receipt for all materials turned in to complete the check out process.

Blank

Section 2. ORGANIZATION

2-200 ORGANIZATION

The ATCF is a division of the Airfield Operations Department. The division consists of the ATC Facility Office, Radar Branch, Control Tower Branch, and the Training Branch.

2-201 PURPOSE AND MISSION

The primary purpose of the ATCF is to prevent a collision between aircraft operating in the system and to organize and expedite the flow of traffic. Additionally, the mission of the ATCF is to train entry level Marines for service with Fleet Marine Forces.

2-202 TASKS

Tasks of the ATCF include, but are not limited to, the following. All services are provided in accordance with current manuals, directives, and Letters of Agreement.

a. Provide terminal and enroute ATC services.

b. Monitor assigned air navigational aids and frequencies.

c. Interface with other ATC facilities regarding air traffic control matters which affect safety of flight.

2-203 COMBINING OF POSITIONS

At the discretion of the FWO, the following positions may be combined in the specified circumstances indicated.

a. Reduced Operations – TAC flying has been secured, significantly reduced or none are scheduled throughout the remainder of the watch.

RADAR – APE/APN/APW/AR – This allows for maximum use of the Radar simulators during paucity of traffic periods. During these periods there shall be qualified controllers in the Radar Branch to immediately decombine according to traffic volume and complexity.

TOWER – GC/FD, LC/TS

b. Associate positions are considered closed if not operational, and therefore have no requirement to be combined with any other position. Whenever an associate position is closed, the associated position responsibilities revert to the primary position, i.e. AR assumes RAA duties and responsibilities, LC assumes CCL duties and responsibilities.

c. Midwatch – From 2300-0700L, all positions may be combined with a minimum requirement of one FWO and one RD/FC in Radar and one TS in the Tower. At no time shall the FWO secure or release the final controller from his/her assigned place of duty.

d. The tower shall be manned at least fifteen minutes prior to scheduled openings and, if requested by a pilot, a clearance may be read up to ten minutes prior to the field opening.

The duties of the FWO are normally combined with those of a branch supervisor, but should not normally be assigned to a control position; however, he/she may combine with any position.

NOTE
See 4-302 for positions that may be combined for OJT.

2-204 CIVILIAN EMPLOYEE/ BARGAINING UNIT INFORMATION

When an ATCS is assigned as FWO, he/she shall complete the operational brief. It is recognized that early arrival (before 10 minutes prior) is necessary to prepare an FWO for the operational brief. Compensation, at the selection of the employee assigned FWO duties, is available not to exceed .3 (18 minutes prior to 10 minutes of the hour), in the form of overtime or compensatory time.

Blank

Section 3. FORMS AND REPORTS

2-300 GENERAL

a. Exercise care when preparing forms to ensure neatness and accuracy. The forms are a part of the facility's permanent records and subject to review by authorized personnel or agencies.

b. Do not erase, strike over or make superfluous marks or notations. When it is necessary to correct an entry, type or draw a single horizontal line through the incorrect data, initial that part of the entry, and then enter the correct data.

c. Authorized FAA abbreviations and phrase contractions should be used.

d. The ATCFO shall review all reports prior to that report leaving the facility.

2-301 SUA VIOLATION

The SUA Violation (MCAS Form 3722/2) is used to record minor flight violations as described in paragraph 6-611 by military aircraft within R5306A/C, Hatteras F MOA, or Neuse ATCAA. The FWO shall ensure that the form is forwarded electronically to the Training Chief and Radar Chief within 3 hours to the ATCFO for resolution. See Figure 2-3-1.

REFERENCE
AirStaO P3570.2R TGTOPSMAN

NOTE
Big Rock is responsible for filing this report for R-5306A/C and Hatteras F MOA when they are operational.

2-302 CONTROL TOWER CRASH EMERGENCY CALL SHEET

The Crash Emergency Call Sheet (MCAS Form 3722/3) is used in the control tower to record information regarding aircraft emergencies. The information contained on this form is in the proper order for making crash phone notification. Normally, FD will initiate the form and accomplish crash phone notification. This form shall be completed for emergencies only. Crash phone tests will be annotated on the supervisor's log. See Figure 2-3-2.

2-303 OPERATIONAL DISCREPANCY

The Operational Discrepancy Report (MCAS Form 3722/4) is used to report occurrences of adverse operational impact concerning safety of flight, or safety in the workplace. The FWO shall forward all reports to the ATCFO. This form shall also be completed for wildlife reports to include reports from ground vehicles and aircraft. See Figure 2-3-3.

REFERENCE
OPNAVINST 3750.6

2-304 AIR TRAFFIC ACTIVITY REPORTS

a. The Facility Operations Work Sheet (MCAS Form 3722/6) provides a statistical and historical account of air traffic activity. The radar traffic count shall be completed manually by the mid watch RS and submitted to the ATC Training office the following workday. The tower traffic count is tabulated and maintained on the ATAA. See Figure 2-3-4. For Radar, totals shall be written in the bottom right corner of each block and circled.

b. In the event of an ATAA outage, the traffic count shall be maintained on a single clicker and the total added to the facility log at the end of the day.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.10.1.3.1
FAA JO 7210.3, Chapter 12, Sections 2-4

2-305 CLASS ROSTER

The class roster (MCAS Form 3722/7) is used to record training sessions that involve more than one trainee. See Figure 2-3-6

2-306 FACILITY RECOMMENDATION

The Facility Recommendation Form (MCAS Form 3722/9) is used to recommend facility/ system improvements in conjunction with the Procedure

Evaluation Program. The forms are located in the PEP binder. See Figure 2-3-7.

REFERENCE
ATCFM, paragraph 1-103

2-307 FWO CHECKLIST

The FWO checklist (MCAS Form 3722/11) is used to prepare the oncoming crew in the assignment of personnel and the status of the airfield, equipment, weather, and expected traffic. See Figure 2-3-8.

2-308 SUA ACTIVATION LOGS

a. The Neuse ATCAA Report (MCAS Form 3722/1) is used to account for the real time usage of Neuse A and Neuse B ATCAA. This form is located at the supervisor's desk and is completed daily by the FWO by entering the activation data from the previous day's supervisor log. See Figure 2-3-5.

b. When Range Control (Big Rock) is closed, normally on weekends, the Radar Midwatch will ensure that the SUA Activation log (MCAS Form 3722/13) is completed. Time entered SUA, time exited SUA and the number in flight for the appropriate mission number will be transcribed from the flight progress strips to the spreadsheet. Any approved mission number that is not on the schedule will be added to the bottom of the spreadsheet. If no operations were completed, write "no operations".

b. When complete, the training office will transmit the information to Range Control. See Figure 2-3-9.

2-309 TOWER VISIBILITY LOG

When the prevailing visibility at the Tower level is less than four miles, certified tower personnel shall take prevailing visibility observations and record this information on the Tower Visibility Observation Log (MCAS Form 3722/14). This form is used to record those observations. See Figure 2-3-10.

REFERENCE
FMH-1
NAVMETOCCOMINST 1500.3
FAA JO 7110.65, paragraph 2-6-6

2-310 VEHICLE OPERATOR'S CERTIFICATE

The Vehicle Operator's Certificate (MCAS Form 3722/8) is issued to local units that have received instruction from Air Traffic Control on the proper use of movement and nonmovement areas. This certificate is required when checking out a radio from flight planning. NATOPS requires all airfield vehicle operators to receive this training annually. See Figure 2-3-11.

REFERENCE
NAVAIR 00-80T-114, paragraph 2.7.3.1

2-311 ELECTRONIC LIBRARY LOG

The electronic library log (MCAS Form 3722/18) is used to track and confirm updates to the electronic library on numerous facility computers. See Figure 2-3-12.

2-312 AVOC ATTENDANCE ROSTER

The Airfield Vehicle Operator Course (AVOC) roster (MCAS Form 3722/19) is used to record the personnel attending the weekly course. Copies of this form are forwarded to Airfield Operations at the end of each month. See Figure 2-3-13.

2-313 GCA RUN LOG

The GCA Run Log (MCAS Form 3722/21) is used to record data for each approach in a format that can be used for coordination and to database information for controller proficiency and training. See Figure 2-3-14.

2-314 POSITION EVALUATIONS

Two forms are used for the reporting and evaluation of training and qualification.

a. The ATC Instruction/Evaluation Report (MCAS Form 3722-25) is used to record events other than OJT and simulation such as annual proficiency, qualification, designation or one-on-one classroom instruction. See Figure 2-3-15.

b. The Four Day Position Evaluation (MCAS Form 3722-17) is used to record progress, performance and proficiency for trainees during OJT and/or simulation sessions. See Figure 2-3-16.

Appendix G provides detailed guidance for the completion of these forms.

2-315 AIR TRAFFIC CONTROL SPECIALIST CERTIFICATE

The Air Traffic Control Specialist Certificate (FAA Form 7220-1), or Pink Card, is normally issued after completion of ATC School. ATCS ratings are entered on the reverse side of the card as specified in ATC NATOPS. See Figure 2-3-17.

REFERENCE
NAVAIR 00-80T-114, paragraph 4.3

2-316 DAILY RECORD OF FACILITY OPERATION

The radar branch and tower branch shall maintain a daily record of facility operation (FAA Form 7230-4). This log will be maintained by the RS/TS. Appendix F provides detailed guidance for the completion of this form. See Figure 2-3-18.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.2.1
FAA JO 7210.3, paragraph 4-6-5

2-317 POSITION LOGS

A Position Log (FAA Form 7230-10) shall be used for documenting training on operating positions and simulators. It is no longer necessary for the midwatch to fill in blocks 1-4 in preparation for the next day because some logs may not be used. Whenever OJT, OJF or a skill check is commencing, the controller/trainee that is signing on block 6 first shall be responsible for filling out blocks 1-4. Appendix E and paragraph 4-704 provide detailed guidance for the completion of this form. See Figure 2-3-19.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.2.2

2-318 INITIAL INCIDENT REPORTING

FAA Forms 8020-6 and 8020-6-1 are used for reporting aircraft accidents/incidents involving civil aircraft to FAA investigators. See Figure 2-3-20.

2-319 DAILY FLIGHT SCHEDULES AND AIR FLOW

The squadrons provide flight schedules to Flight Planning. The Air Flow is compiled by Air Ops. The eve watch FWO is responsible for obtaining and distributing the forms within the ATC facility. See Figure 2-3-21.

2-320 AIRFIELD ACTIVITIES

Airfield Activities are published regularly by Airfield Operations via e-mail. All FWOs and Branch Chiefs receive these e-mails automatically. A clipboard is located in the IFR room for posting the latest information. Normally the activities include Quiet Hours, Airfield Closures, Space Shuttle Launches, Foxtrot Ops and CALA Ops, but any activity that affects the airport may be included. See Figure 2-3-22.

2-321 WEEKLY TRAINING REPORT

A training report is produced each week, normally on Tuesday, to document the qualification, designation and training status of all crew personnel. The report is sent electronically via email to facility personnel. The report is also available on the ATC Sharepoint site. See Figure 2-3-23.

2-322 MONTHLY TRAINING REPORT

A monthly training report is produced during the first week of each month to document the performance of the training program for the previous month. Other historical information is also included such as personnel gains and losses and assignment of initial and additional MOSs. See Figure 2-3-24.

2-323 ANNUAL TRAINING REPORT

At the completion of each calendar year, a report is produced to document the training and qualification statistics for the facility. See Figure 2-3-25.

2-324 MCIEAST MONTHLY REPORT

The Training Branch shall complete the following no later than the 5th working day of each month.

a. NMOS Tracking Report.

b. Position Training Report.

c. Simulator Usage Report.

d. Tower Simulator Utilization/Maintenance Issue Requirements Report (TSUMIRR).

REFERENCE
MCIEAST ATC Order 3722.3

2-325 MCIEAST QUARTERLY SITREP

The Training Branch shall draft the MCIEAST Quarterly Situation Report and forward it to the NCOIC for completion within 5 working days after the end of each quarter.

REFERENCE
MCIEAST ATC Order 3722.3

2-326 MCIEAST NATOPS EVALUATION REPORT

The facility will receive a NATOPS evaluation report from MCIEAST within 15 days of the completion of the evaluation.

REFERENCE
MCIEAST ATC Order 3722.3

2-327 INTERNAL NATOPS EVALUATION REPORT

Each odd numbered calendar year, the facility will conduct an internal evaluation and forward the results to the commanding officer.

REFERENCE
MCIEAST ATC Order 3722.3

2-328 ASRS

NASA has established an Aviation Safety Reporting System (ASRS) to identify problems in the aviation system that requires correction. This report (NASA ARC 277) will not be made available to the FAA for civil penalty or certification actions for violations of the federal air regulations. Your assistance is essential to the success of the program. To access this system, use the following link:

http://asrs.arc.nasa.gov/report/electronic.html

2-329 ANNUAL SKILL CHECKS

The annual skill check form (MCAS Form 3722/24) will be completed for each controller during their birthday month. See Figure 2-3-26.

SUA VIOLATION

Reporting Facility MCAS Cherry Point TRACON	
Date	Time (UTC)
Aircraft Identification	Type Aircraft
Beacon Code	Mission Number
Branch of Military Service	
Assigned Special Use Airspace	
Altitude at Time of Violation	
Controlling Facility MCAS Cherry Point TRACON	
Summary of Events	

1. Report all violations to the ATCFO within 3 hours of the violation.
2. If the violation resulted in a loss of separation or report of a NMAC with another aircraft outside the SUA, report the incident as a pilot deviation and forward this report to the ATCFO within 3 hours of the incident.

MCAS FORM 3722/2 (01-06) Supersedes Previous Edition

Figure 2-3-1

CONTROL TOWER EMERGENCY CALL SHEET

	ACTIVATION TIME	SECURE TIME	DATE
CALLSIGN	TYPE AIRCRAFT	POSITION	
NATURE OF EMERGENCY			

POB	FOB	ORDNANCE	LANDING WEIGHT	LANDING SPEED

INTENTIONS

AGENCY	CRASH PHONE NUMBER	PHONE NUMBER	INITIALS		REMARKS
			ALPHA	ZULU	
CRASH CREW	467-9401	466-4585			
SAR	467-9408	466-4434			
PMO	467-9402	466-3615			
EOD	467-9404	466-3432			
FLIGHT CLEARANCE	467-9406	466-2233			
HOSPITAL	467-9407	466-0152			
RECOVERY	467-9416	466-3422			
WEATHER		466-2346			
COMBAT CAMERA		467-9414			

Completed By (Initials) _____

MCAS FORM 3722/3 (02-2012) Supersedes Previous Edition

Figure 2-3-2

OPERATIONAL DISCREPANCY

REPORTED BY	CREW
TYPE OF DISCREPANCY	TIME AND DATE
FACILITY/AIRCRAFT INVOLVED	
SUMMARY OF DISCREPANCY	
ACTION TAKEN	
DATE/SIGNATURE OF FWO	DATE/SIGNATURE OF ATCFO

MCAS FORM 3722/4 (06-2008) Supersedes Previous Edition

Figure 2-3-3

RADAR TOTALS

DATE _____

		Navy/Marine	Other Military	Air Carrier	General Aviation
NKT	IFR				
	VFR				
EWN	IFR				
	VFR				
MRH	IFR				
	VFR				
MQI	IFR				
	VFR				
OCW	IFR				
	VFR				
HSE	IFR				
	VFR				
W95	IFR				
	VFR				
PMZ	IFR				
	VFR				
Enroute	IFR				
	VFR				

NCA Arrivals and Departures fall into the Enroute column.

RADAR APPROACHES			
VV/VM	OM	AC	GA

CONTAINMENT		
R-5314	BURNER	NEUSE

INSTRUMENT APPROACHES																								
	NKT			EWN			OCW			MRH			HSE			W95			MQI			PMZ		
	MIL	AC	GA	MIL	AC	GA	MIL	AC	GA	MIL	AC	GA	MIL	AC	GA	MIL	AC	GA	MIL	AC	GA	MIL	AC	GA
IA																								
AIA																								

MCAS FORM 3722/6 (02-2015) Supersedes Previous Edition

Figure 2-3-4

NEUSE ATCAA USAGE REPORT

1-703-771-3493

MONTH/YEAR _____/_____	TOTAL HOURS SCHEDULED FOR PARTICIPATING AIRCRAFT ONLY	TOTAL HOURS ACTIVATED/USED FOR PARTICIPATING AIRCRAFT ONLY	TOTAL AIR OPERATIONS (A FLIGHT OF 4 EQUALS 4)	FWO INIT

HATTERAS ATCAA USAGE REPORT

MONTH/YEAR _____/_____	TOTAL HOURS SCHEDULED FOR PARTICIPATING AIRCRAFT ONLY	TOTAL HOURS ACTIVATED/USED FOR PARTICIPATING AIRCRAFT ONLY	TOTAL AIR OPERATIONS (A FLIGHT OF 4 EQUALS 4)	FWO INIT

BURNER ATCAA USAGE REPORT

MONTH/YEAR _____/_____				TOTAL HOURS SCHEDULED FOR PARTICIPATING AIRCRAFT ONLY	TOTAL HOURS ACTIVATED/USED FOR PARTICIPATING AIRCRAFT ONLY	TOTAL AIR OPERATIONS (A FLIGHT OF 4 EQUALS 4)	FWO INIT
DAY	DAY OF WEEK	# & TYPE	UNIT	Time & Alt	Hours Active/Used		

MCAS FORM 3722/27 (01-2015) Supersedes Previous Edition

Figure 2-3-5

TRAINING CLASS ATTENDANCE ROSTER

SUBJECT	INSTRUCTOR
DATE	LENGTH OF CLASS IN HOURS

NAME	OP INITS	NAME	OP INITS

MCAS FORM 3722/7 (05-2001) Supersedes Previous Edition

Figure 2-3-6

FACILITY RECOMMENDATION

NAME OF SUGGESTOR	POSITION AND GRADE	CREW
	BRANCH (Tower, Radar, etc.)	DATE
SUGGESTOR'S SIGNATURE		DO NOT WRITE IN THIS SPACE
FWS'S SIGNATURE AND DATE		DATE RECEIVED
TRAINING SUPPORT SIGNATURE		SUGGESTION NUMBER
TITLE OF SUGGESTION		

Describe in three separate paragraphs (1) the problem, difficulty, or circumstances that prompted you to submit this recommendation; (2) the suggested change; (3) where and how it can be used, what it will accomplish, and how it will benefit the facility.

Note – If you need more space, continue on separate sheet.

MCAS FORM 3722/9 (4-01) Supersedes Previous Edition

Figure 2-3-7

FWO BRIEFING CHECKLIST

SHIFT 7-3 3-11	**DATE:**
1. Airport Status	**5. Traffic** (position brief)
Runway	
Construction	**6. Training**
	See back of sheet
2. Equipment	
Radar	**7. Special Events**
Radios	a. Exercises
Landlines	b. Distinguished Visitors
NAVAIDs	c. Flight Demonstrations
	d. Quiet Hours
3. Weather	e. UAV Ops
Current	
Forecasted	**8. Pertinent NOTAMS**
Warnings	(post on NOTAM Board after brief)
4. Special Use Airspace	
R-5306A (see status boards/pos brief)	
CORE MOA (see status boards/pos brief)	
R-5306C (see status boards/pos brief)	
R-5306D/E (see status boards/pos brief)	
Hat Fox MOA (see status boards/pos brief)	**9. Position Assignments**
R-5303/R-5304 (see status boards/pos brief)	
R-5314 (see status boards/pos brief)	**Specialist / Trainee**
PHELPS MOA (see status boards/pos brief)	TS
R-5313 (see status boards/pos brief)	LC
Pamlico A MOA (see status boards/pos brief)	GC
Pamlico B MOA (see status boards/pos brief)	FD
STUMPYPT B MOA (see status boards/pos brief)	APE
Neuse A ATCAA(see status boards/pos brief)	APN
Neuse B ATCAA (see status boards/pos brief)	APW
BURNER (see status boards/pos brief)	RAE, RAW, RAA
HAT A WEST ATCAA (see status boards/pos brief)	AR
HAT B WEST ATCAA (see status boards/pos brief)	FC
W-122D/AIR 8 (see status boards/pos brief)	RD

MCAS FORM 3722/11 (01-2015) Supersedes Previous Edition

Figure 2-3-8

DAILY SUA ACTIVATION LOG **DATE** _____ **MCAS CHERRY POINT** Page ____ of ____

FULL CALL SIGN	# AND TYPE AIRCRAFT	MISSION #	AREA[1]	TIME IN (Z)	TIME OUT (Z)	REMARKS[2]

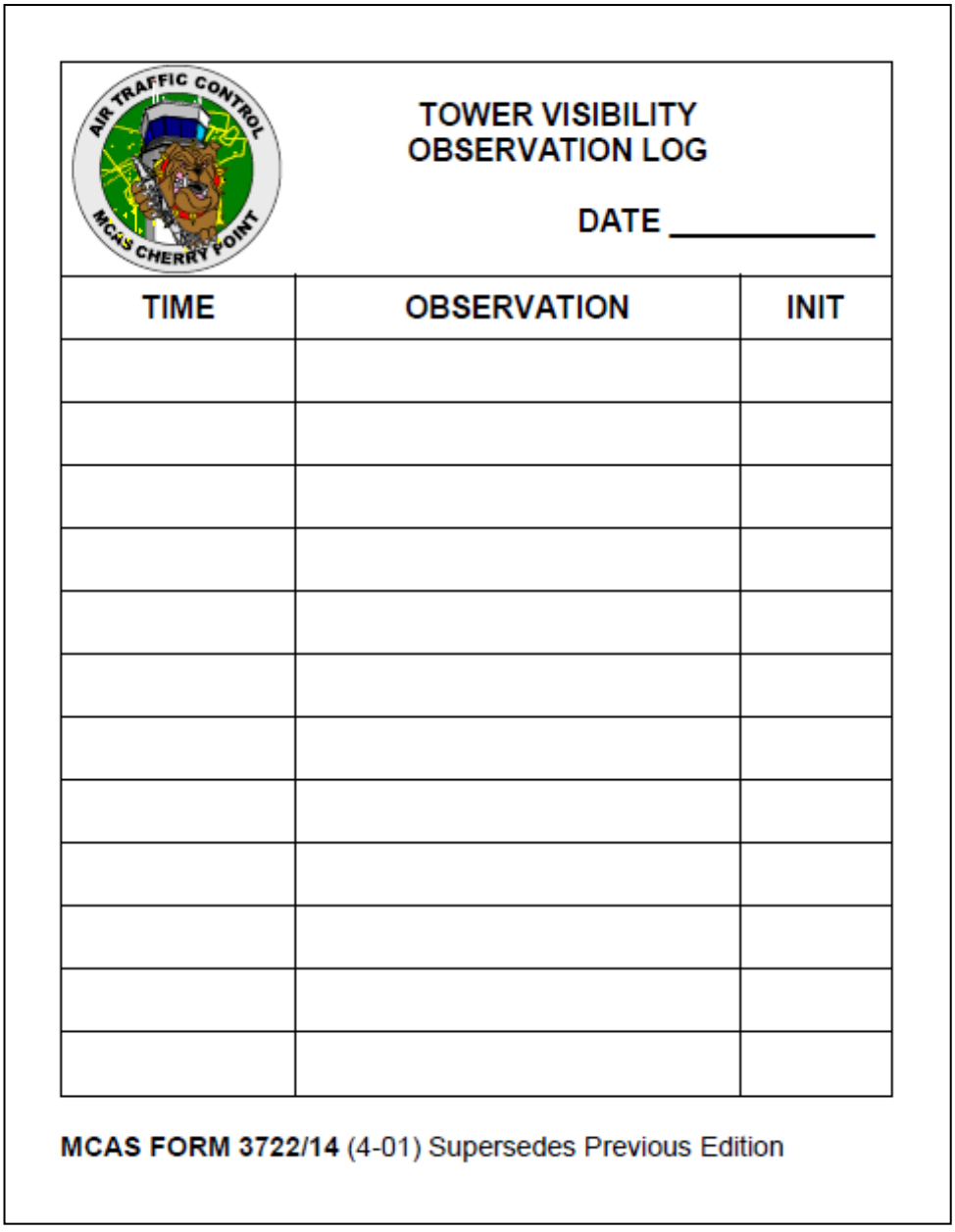
Note 1: If civil aircraft check in without a mission number, put intentions in remarks. If no mission number write "none".
Note 2: Include in remarks any SUA assigned by ATC on real time basis for unit that was not on schedule.

FAX TO CENTRAL SCHEDULING AT 466-2992 WHEN COMPLETE

ATC POC: RADAR CHIEF 466-4123 **CENTRAL SCHEDULING POC: 466-4040**

MCAS FORM 3722/13 (11-05)

Figure 2-3-9



TOWER VISIBILITY
OBSERVATION LOG

DATE _____

TIME	OBSERVATION	INIT

MCAS FORM 3722/14 (4-01) Supersedes Previous Edition

Figure 2-3-10

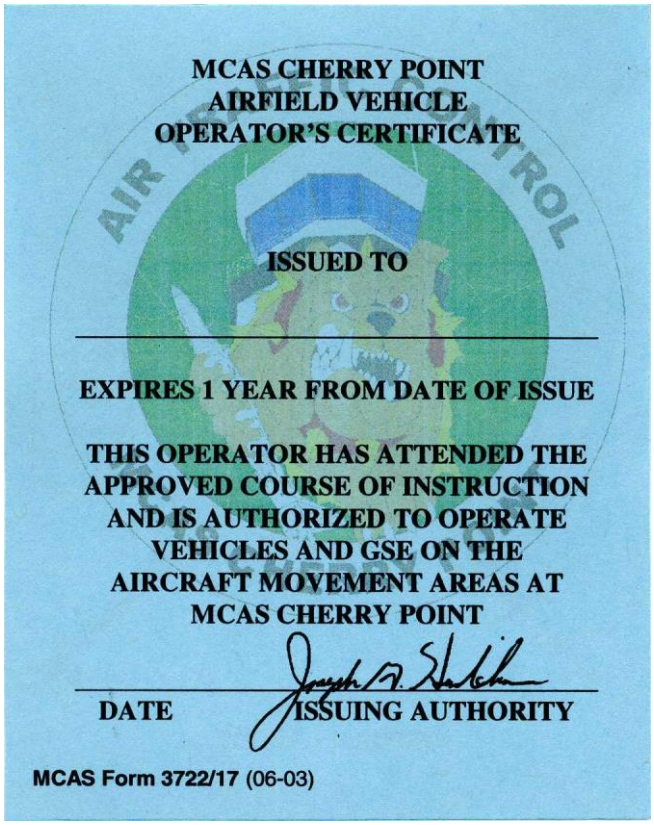

MCAS CHERRY POINT
AIRFIELD VEHICLE
OPERATOR'S CERTIFICATE
ISSUED TO
EXPIRES 1 YEAR FROM DATE OF ISSUE
THIS OPERATOR HAS ATTENDED THE
APPROVED COURSE OF INSTRUCTION
AND IS AUTHORIZED TO OPERATE
VEHICLES AND GSE ON THE
AIRCRAFT MOVEMENT AREAS AT
MCAS CHERRY POINT
DATE
ISSUING AUTHORITY
MCAS Form 3722/17 (06-03)

Figure 2-3-11

Electronic Library Log

Computer Name	Location	DVD/HD	Completed
WDCHPT410792	TrngO		
WDCHPT410916	Tower Chf		
WDCHPT410639	Radar Chf		
WDCHPT410926	NCOIC		
WDCHPT410948	Trng Chf		
WDCHPT410914	Crew O		
WDCHPT410668	ATCFO		
WDCHPT410624	FWO		
WDCHPT410572	IFR Room		
WDCHPT410781	Classroom		
WDCHPT410615	TS		
Flight Planning	FP	Copy of DVD	

Form 3722/18 (08-2012)

Figure 2-3-12

AIRFIELD VEHICLE OPERATOR'S CLASS ATTENDANCE ROSTER

PRINT NAME CLEARLY

Date	Name	Unit	Phone

MCAS FORM 3722/19 (10-2010) Supersedes Previous Edition

Figure 2-3-13

AIR TRAFFIC CONTROL GCA RUN LOG

POSITION _____ DATE _____

CALL SIGN	TYPE	INTENT	CONTROLLER INSTRUCTOR	TRAINEE	ATA	FREQ	RWY	REMARKS

MCAS FORM 3722/21 (01-2012) Supersedes Previous Edition

Figure 2-3-14

ATC INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Position(s)	4. Hours / %

5. Weather	6. Workload	7. Complexity	8. Routing
☐ VFR ☐ MVFR ☐ IFR ☐ Other _____	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult ☐ Very Difficult	FWO_____ BC _____ TC _____ TSS _____

9. Purpose ☐ OJT ☐ Scenario ☐ Skill Check ☐ Qualification ☐ Classroom ☐ Other _____

10.	Job Task	Job Subtask	Satisfactory	Needs Improvement	Unsatisfactory
Performance	A. Separation	1. Separation is ensured.			
		2. Safety alerts are provided.			
	B. Coordination	3. Performs handoffs/pointouts.			
		4. Required coordination is performed.			
	C. Control Judgment	5. Good control judgment is applied.			
		6. Priority of duties is understood.			
		7. Positive control is provided.			
		8. Effective traffic flow is maintained.			
	D. Methods and Procedures	9. Aircraft identity is maintained.			
		10. Strip posting is complete/correct.			
		11. Clearance delivery is complete/correct and timely.			
		12. LOAs/directives are adhered to.			
		13. Additional services are provided.			
		14. Rapidly recovers from equipment failures and emergencies.			
		15. Scans entire control environment.			
		16. Effective working speed is maintained.			
	E. Equipment	17. Equipment status information is maintained.			
		18. Equipment capabilities are utilized/understood.			
	F. Communication	19. Functions effectively as a radar/tower team member.			
		20. Communication is clear and concise.			
		21. Uses prescribed phraseology.			
		22. Makes only necessary transmissions.			
		23. Uses appropriate communications method.			
		24. Relief briefings are complete and accurate.			
	G. Other				

MCAS Form 3722-25 (9-2014) Supersedes Previous Edition

Figure 2-3-15

Trng %

FOUR DAY POSITION EVALUATION

NAME: _____ **POSITION:**_____

WORKLOAD	**COMPLEXITY**	**DATE** (YYMMDD)				
		WX (IFR / VFR)				
L – LIGHT	**R** – ROUTINE	**WORKLOAD** (L/M/H)				
M – MODERATE	**O** - OCCASIONALLY DIFFICULT	**COMPLEXITY** (R/O/M)				
H – HEAVY	**M**–MOSTLY DIFFICULT	**HRS / APPROACHES**				
		TYPE (OJT/SIM)				

EVALUATION LEGEND: S=Satisfactory N/I=Needs Improvement U=Unsatisfactory N/A=Not applicable

Job Task	Job Subtask	Day 1	Day 2	Day 3	Day 4
A. Separation	1. Separation is ensured				
	2. Safety alerts are provided				
B. Control Judgment	1. Awareness is maintained				
	2. Good control judgement applied				
	3. Priority of duties is understood				
	4. Control actions correctly planned				
	5. Positive control of situation provided				
C. Traffic Management	1. Prompt action taken to correct errors				
	2. Effective traffic flow maintained				
	3. Aircraft identification maintained				
	4. Professional manner is maintained				
D. Operating Methods and Procedures	1. Flight strip postings complete / correct				
	2. Clearances complete / correct / timely				
	3. LOA's / LOP's / Directives adhered to				
	4. Navigational assistance is provided				
	5. Weather information is provided				
	6. Handoff procedures correct / timely				
E. Coordination and Communication	1. Traffic advisories correct / timely				
	2. Coordination thorough / timely				
	3. Communication is clear / concise				
	4. Makes necessary transmissions				
	5. Relief briefings complete and accurate				
F. Phraseology	1. Standard phraseology is adhered to				
	2. Voice quality / Speech rate				
G. Equipment	1. Equipment status information maintained				
	2. Computer entries correct				
	3. Adjustment of control display correct				
	4. Capabilities fully utilized / understood				
H. Other (Specify)	1.				
	2.				
I. Supervisor Only	1. Crew coordination / effectiveness				
	2. Ability to lead, motivate, supervise				
	3. Overall knowledge				

CREW OFFICER_____ FWO_____ BRANCH CHIEF_____ TRAINING CHIEF_____

MCAS Form 3722-17 (09-2014) Supersedes Previous Edition

Figure 2-3-16

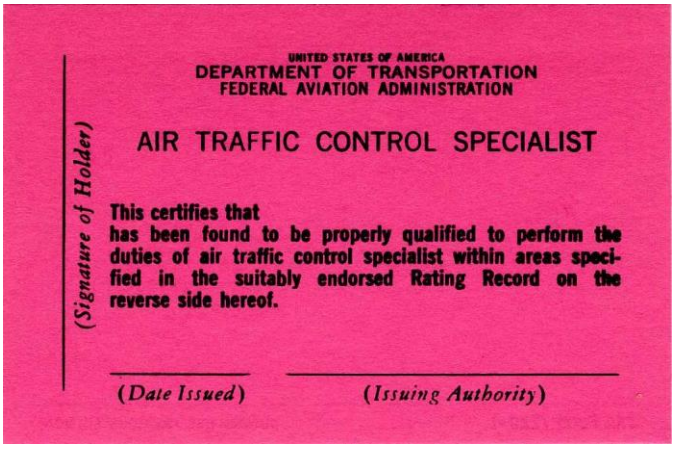

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
AIR TRAFFIC CONTROL SPECIALIST
(Signature of Holder)
This certifies that
has been found to be properly qualified to perform the duties of air traffic control specialist within areas specified in the suitably endorsed Rating Record on the reverse side hereof.
(Date Issued)
(Issuing Authority)

Figure 2-3-17

DAILY RECORD OF FACILITY OPERATION

PAGE NO: Page 1 of 1

DATE 18-Oct-2010

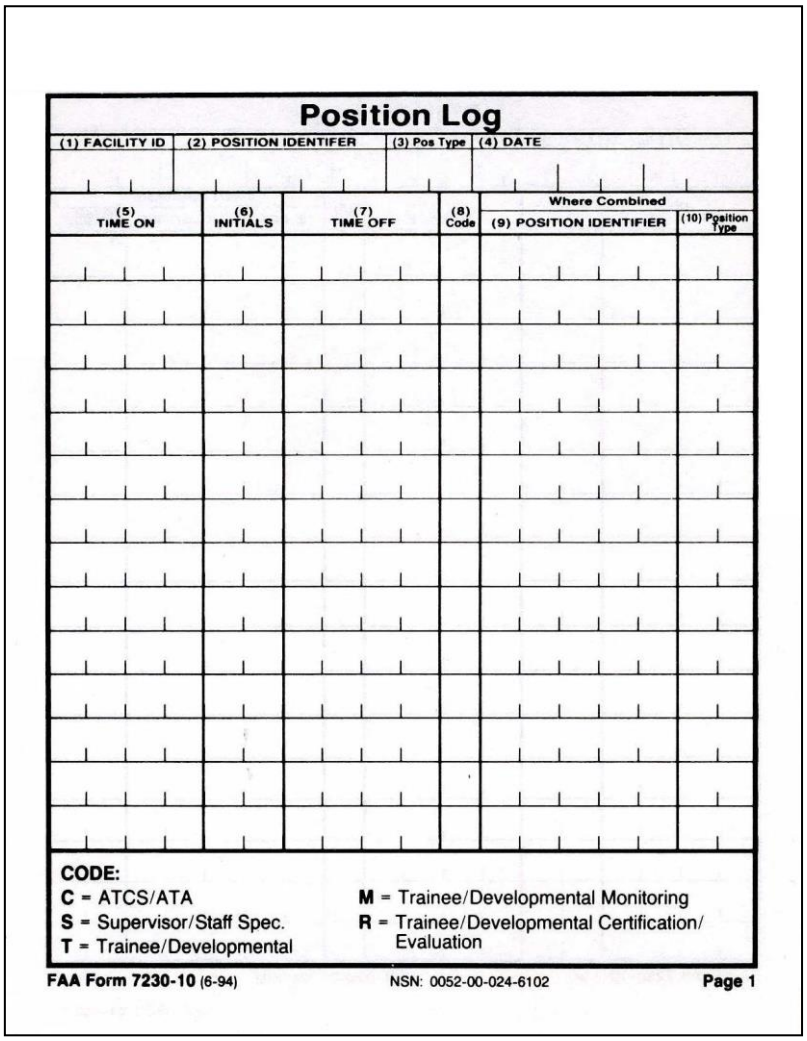
LOCATION	IDENTIFICATION	TYPE FACILITY	OPERATING POSITION	CHECKED BY
MCAS CHERRY POINT	NKT	RADAR	ALL	CHIEF SSGT LANGE M J

	TIME (UTC)	REMARKS
	4:00	J WOODIN ON, VFR, RY 23, ALL SUA INACTIVE, ROC CLSD, AIR8 & PAM B TO NKT, NCA & NJM CLSD, SOME FREQUENCY ISSUES WITH ATIS & 120.52 NO TRANSMIT. CFPL: EWN DME OTS, RNAV RY 5R OTS, & CALL ATCM TO SWING PAR. WCLC
	10:57	R CLAY ON WCLC
E	11:35	124.1 NO TRANSMIT
	12:10	RY 32L CLOSED
E	12:21	268.7 TRANSMIT OTS
	12:52	NJM OPEN
	12:57	R5306D/E ACTIVE
	12:57	R5303 ACTIVE
	13:17	NCA OPEN
	14:50	R5306C AND HAT F ACTIVE
E	14:50	PAR TO MAINT
E	17:29	124.1 AND 268.7 RTS
E	18:00	PAR RTS
	18:52	J KNIPPLE ON, WCLC
	22:31	CORE MOA TO ROC
	22:32	NJM CLSD
	1:03	CORE MOA TO NKT
	2:04	EWN TWR CLSD
	2:44	J WOODIN ON
	3:36	R5303 INACTIVE
	3:59	COB

I CERTIFY that entries above are correct, that all scheduled operations have been accomplished except as noted and that all abnormal occurrences and conditions have been recorded	SIGNATURE(S) OF WATCH

FAA Form 7230-4

Figure 2-3-18



Position Log

(1) FACILITY ID	(2) POSITION IDENTIFER	(3) Pos Type	(4) DATE

(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) Code	Where Combined (9) POSITION IDENTIFIER	Where Combined (10) Position Type

CODE:
C = ATCS/ATA
S = Supervisor/Staff Spec.
T = Trainee/Developmental
M = Trainee/Developmental Monitoring
R = Trainee/Developmental Certification/ Evaluation

FAA Form 7230-10 (6-94) NSN: 0052-00-024-6102 **Page 1**

Figure 2-3-19

RIS: AT 8020-6

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
REPORT OF AIRCRAFT ACCIDENT

REPORT DATE | REPORT NO. - -

NAME OF REPORTING FACILITY

1. AIRCRAFT TYPE AND IDENTIFICATION | 2. DATE/TIME OF ACCIDENT (GMT) | 3. LOCATION OF ACCIDENT

4. NATURE OF ACCIDENT | 5. TYPE OF FLIGHT

6. FLIGHT CREW

NAME	POSITION	ADDRESS (CITY AND STATE)	UNIN-JURED	IN-JURED	FATAL-ITY

7. PASSENGER DATA
(If available, list names, addresses, extent of injuries, and other information on continuation sheet.)

NUMBER ABOARD AIRCRAFT 0 | NUMBER UNIN-JURED 0 | NUMBER INJURED 0 | NUMBER FATAL-ITIES 0

8. AIRCRAFT DAMAGE | 9. PROPERTY DAMAGE

10. OPERATING STATUS OF NAVIGATIONAL AIDS/LIGHTS/COMMUNICATIONS

11. WEATHER DATA

CONDITIONS IN ACCIDENT AREA AT TIME OF ACCIDENT

REPORT JUST PRIOR TO ACCIDENT | DATE/TIME

FIRST REPORT SUBSEQUENT TO ACCIDENT | DATE/TIME

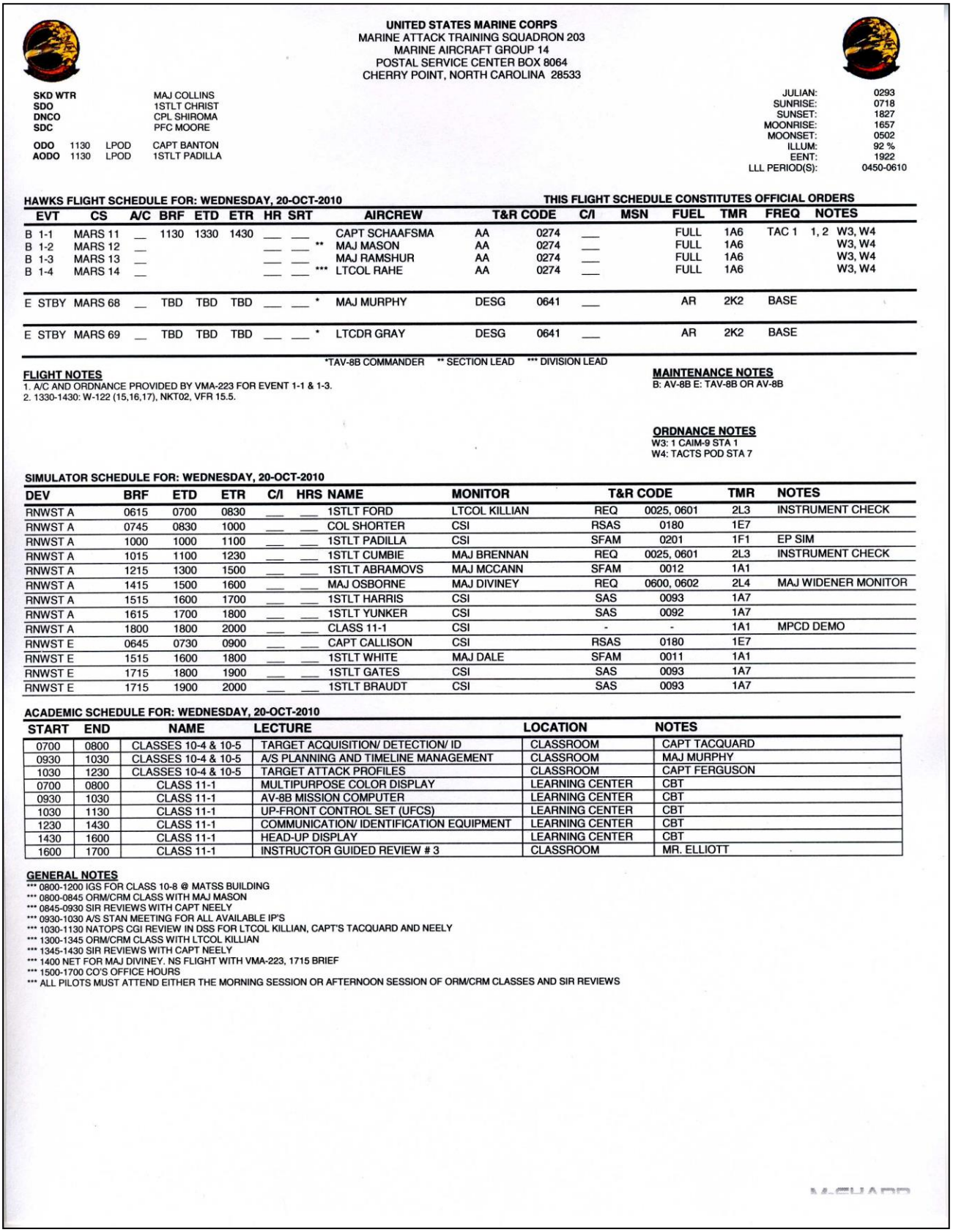
12. ATS PERSONNEL INVOLVED

NAME	FACILITY	OPERATING POSITION	CHECK IF EYEWITNESS
*(Operating Initials)			

13. SIGNATURE OF FACILITY CHIEF

FAA Form 8020-6 (7-70) Formerly FAA Form 2452 PAGE 1 of PAGES

Figure 2-3-20



UNITED STATES MARINE CORPS
MARINE ATTACK TRAINING SQUADRON 203
MARINE AIRCRAFT GROUP 14
POSTAL SERVICE CENTER BOX 8064
CHERRY POINT, NORTH CAROLINA 28533

SKD WTR			MAJ COLLINS
SDO			1STLT CHRIST
DNCO			CPL SHIROMA
SDC			PFC MOORE
ODO	1130	LPOD	CAPT BANTON
AODO	1130	LPOD	1STLT PADILLA

JULIAN:	0293
SUNRISE:	0718
SUNSET:	1827
MOONRISE:	1657
MOONSET:	0502
ILLUM:	92 %
EENT:	1922
LLL PERIOD(S):	0450-0610

HAWKS FLIGHT SCHEDULE FOR: WEDNESDAY, 20-OCT-2010 — **THIS FLIGHT SCHEDULE CONSTITUTES OFFICIAL ORDERS**

EVT	CS	A/C	BRF	ETD	ETR	HR	SRT		AIRCREW	T&R CODE		C/I	MSN	FUEL	TMR	FREQ	NOTES
B 1-1	MARS 11	__	1130	1330	1430	___	___		CAPT SCHAAFSMA	AA	0274	___		FULL	1A6	TAC 1	1, 2 W3, W4
B 1-2	MARS 12	__				___	___	**	MAJ MASON	AA	0274	___		FULL	1A6		W3, W4
B 1-3	MARS 13	__				___	___		MAJ RAMSHUR	AA	0274	___		FULL	1A6		W3, W4
B 1-4	MARS 14	__				___	___	***	LTCOL RAHE	AA	0274	___		FULL	1A6		W3, W4
E STBY	MARS 68	__	TBD	TBD	TBD	___	___	*	MAJ MURPHY	DESG	0641	___		AR	2K2	BASE	
E STBY	MARS 69	__	TBD	TBD	TBD	___	___	*	LTCDR GRAY	DESG	0641	___		AR	2K2	BASE	

*TAV-8B COMMANDER ** SECTION LEAD *** DIVISION LEAD

FLIGHT NOTES
1. A/C AND ORDNANCE PROVIDED BY VMA-223 FOR EVENT 1-1 & 1-3.
2. 1330-1430: W-122 (15,16,17), NKT02, VFR 15.5.

MAINTENANCE NOTES
B: AV-8B E: TAV-8B OR AV-8B

ORDNANCE NOTES
W3: 1 CAIM-9 STA 1
W4: TACTS POD STA 7

SIMULATOR SCHEDULE FOR: WEDNESDAY, 20-OCT-2010

DEV	BRF	ETD	ETR	C/I	HRS	NAME	MONITOR	T&R CODE		TMR	NOTES
RNWST A	0615	0700	0830	___	___	1STLT FORD	LTCOL KILLIAN	REQ	0025, 0601	2L3	INSTRUMENT CHECK
RNWST A	0745	0830	1000	___	___	COL SHORTER	CSI	RSAS	0180	1E7	
RNWST A	1000	1000	1100	___	___	1STLT PADILLA	CSI	SFAM	0201	1F1	EP SIM
RNWST A	1015	1100	1230	___	___	1STLT CUMBIE	MAJ BRENNAN	REQ	0025, 0601	2L3	INSTRUMENT CHECK
RNWST A	1215	1300	1500	___	___	1STLT ABRAMOVS	MAJ MCCANN	SFAM	0012	1A1	
RNWST A	1415	1500	1600	___	___	MAJ OSBORNE	MAJ DIVINEY	REQ	0600, 0602	2L4	MAJ WIDENER MONITOR
RNWST A	1515	1600	1700	___	___	1STLT HARRIS	CSI	SAS	0093	1A7	
RNWST A	1615	1700	1800	___	___	1STLT YUNKER	CSI	SAS	0092	1A7	
RNWST A	1800	1800	2000	___	___	CLASS 11-1	CSI	-	-	1A1	MPCD DEMO
RNWST E	0645	0730	0900	___	___	CAPT CALLISON	CSI	RSAS	0180	1E7	
RNWST E	1515	1600	1800	___	___	1STLT WHITE	MAJ DALE	SFAM	0011	1A1	
RNWST E	1715	1800	1900	___	___	1STLT GATES	CSI	SAS	0093	1A7	
RNWST E	1715	1900	2000	___	___	1STLT BRAUDT	CSI	SAS	0093	1A7	

ACADEMIC SCHEDULE FOR: WEDNESDAY, 20-OCT-2010

START	END	NAME	LECTURE	LOCATION	NOTES
0700	0800	CLASSES 10-4 & 10-5	TARGET ACQUISITION/ DETECTION/ ID	CLASSROOM	CAPT TACQUARD
0930	1030	CLASSES 10-4 & 10-5	A/S PLANNING AND TIMELINE MANAGEMENT	CLASSROOM	MAJ MURPHY
1030	1230	CLASSES 10-4 & 10-5	TARGET ATTACK PROFILES	CLASSROOM	CAPT FERGUSON
0700	0800	CLASS 11-1	MULTIPURPOSE COLOR DISPLAY	LEARNING CENTER	CBT
0930	1030	CLASS 11-1	AV-8B MISSION COMPUTER	LEARNING CENTER	CBT
1030	1130	CLASS 11-1	UP-FRONT CONTROL SET (UFCS)	LEARNING CENTER	CBT
1230	1430	CLASS 11-1	COMMUNICATION/ IDENTIFICATION EQUIPMENT	LEARNING CENTER	CBT
1430	1600	CLASS 11-1	HEAD-UP DISPLAY	LEARNING CENTER	CBT
1600	1700	CLASS 11-1	INSTRUCTOR GUIDED REVIEW # 3	CLASSROOM	MR. ELLIOTT

GENERAL NOTES
*** 0800-1200 IGS FOR CLASS 10-8 @ MATSS BUILDING
*** 0800-0845 ORM/CRM CLASS WITH MAJ MASON
*** 0845-0930 SIR REVIEWS WITH CAPT NEELY
*** 0930-1030 A/S STAN MEETING FOR ALL AVAILABLE IP'S
*** 1030-1130 NATOPS CGI REVIEW IN DSS FOR LTCOL KILLIAN, CAPT'S TACQUARD AND NEELY
*** 1300-1345 ORM/CRM CLASS WITH LTCOL KILLIAN
*** 1345-1430 SIR REVIEWS WITH CAPT NEELY
*** 1400 NET FOR MAJ DIVINEY. NS FLIGHT WITH VMA-223, 1715 BRIEF
*** 1500-1700 CO'S OFFICE HOURS
*** ALL PILOTS MUST ATTEND EITHER THE MORNING SESSION OR AFTERNOON SESSION OF ORM/CRM CLASSES AND SIR REVIEWS

Figure 2-3-21

AIRFIELD ACTIVITIES AS OF 14 OCTOBER 2010

AIRFIELD SECURITY

ALL VEHICLES ACCESSING THE AIRFIELD WILL BE STOPPED AT GATE 9 FOR 100% ID CHECK. PRIVATELY OWNED VEHICLES (POV) ARE **NOT AUTHORIZED** OUTSIDE DESIGNATED CENTRALIZED PARKING AREAS. VEHICLES ARE NOT AUTHORIZED TO PARK IMMEDIATELY ADJACENT TO BUILDINGS.

AIRFIELD OPERATIONS NOTICES

ALL VEHICLES OPERATING ON AIRCRAFT MOVEMENT SURFACE AREAS WILL BE IN CONTACT WITH CHERRY POINT GROUND. OPERATOR MUST HAVE A VALID PICTURE ID & AIRFIELD OPERATORS LICENSE IN THEIR POSSESSION. **THE AIRFIELD VEHICLE OPERATOR INDOCTRINATION COURSE (AVOIC) IS GIVEN EVERY TUESDAY AT 0800 IN THE ATC CLASSROOM LOCATED IN THE BUILDING ADJACENT TO THE CONTROL TOWER, THE CLASSROOM CAN ACCOMMODATE UP TO 20 PEOPLE. POC 466-4146**

VEHICLE TRAFFIC HANGER 250, HOTEL TAXIWAY, AND THE HEAVY FUEL PITS RESTRICTED TO EMERGENCY VEHICLES, AIRFIELD VEHICLES, AND GSE GEAR ONLY!
ALL VEHICLES ARE REQUIRED TO ENTER THE AIRFIELD VIA ELECTRONIC VEHICLE SWIPE CARD GATES AND PERFORM A FOD CHECK PRIOR TO ENTERING AIRCRAFT OPERATING AREAS, RAMPS, OR HANGAR AREAS! VEHICLE SWIPE CARD ACCESS CAN BE OBTAINED BY A LETTER FROM CO/OIC TO THE PASS AND ID OFFICE.

DO NOT USE FREQUENCY 239.025 FOR ANY KIND OF TESTING THIS IS OUR GROUND FREQ AND WE CONTINUE TO HAVE SOMEONE TRANSMITTING TEST TONES ON IT AND INTERFERING WITH AIR TRAFFIC CONTROL

SCHEDULING

TO SCHEDULE SERVICES OR PUBLISH AIRFIELD ACTIVITIES CONTACT
AIRFIELD ODO AT 466-2233 OR E-MAIL: PATRICK.EDWARDS@USMC.MIL
CC THE BELOW
STEVEN.LEWIS1@USMC.MIL
JEFF.DILLON@USMC.MIL

AIRFIELD HOURS

-NORMAL

STATION FOD WALK'S (FIELD CLOSED)

01 NOV 10 (0730L-0930L)
06 DEC 10 (0730L-0930L)
10 JAN 11 (0730L-0930L)

FOD COORD MTG IN THE AIRFIELD OPS CONF ROOM (BLDG 199) ON THE BELOW DATES:

29 OCT 10 (1030L)
03 DEC 10 (1030L)
07 JAN 11 (1030L)

LEVEL III DEMO PRACTICE/WX BACKUP DAYS (FIELD CLOSED)

-NONE

https://intranet.mcieast.usmc.mil/sites/CHPT/Operations/OperationsDirectorate/AirFieldOps Dept/Shared%20Documents/Forms/AllItems.aspx

Figure 2-3-22

Crew Three
Weekly Training Report

Name		Qualifications	OJT Instructor	Trng Pos	OJTI #1	OJTI #2	Start Date	Report Date	Trng Rate	Sim	GCAs	OJT Hours	Goal	Percent Complete	Remarks
GySgt N. D. Fistler	NF	RD		APW	TP	MJ	16-Aug-10	13-Oct-10	1.06	30.37		61.72	210	29%	25% Done
SSgt J. L. Kroemer	JK	FD,GC,LC	FD,GC	APW*	TH	TP	15-Mar-10	13-Oct-10	0.80	48.83		169.48	210	81%	75% Done
SSgt R. Norez	NJ	FC,RD	FC,RD	APW*	TH	TP	15-Mar-10	13-Oct-10	0.80	48.83		169.48	210	81%	75% Done
Sgt M. P. Claborn	MC	FC,RD	FC,RD	APW	DW	MJ	29-Jun-10	13-Oct-10	0.83	36.10		88.45	210	42%	25% Done
Sgt M. T. Janes	MJ	FWO	RADAR,FD,GC												
Sgt B. D. Lewis	WX														
Sgt R. Ruiz Jr.	RR	FD,GC,FC,RD	FD,GC,RD	LC	NO	MJ	30-Aug-10	13-Oct-10	0.57	25.10		25.08	150	17%	
Sgt A. J. Suriano	AS	FD,GC,FC,RD,APW,LC	TWR,FC,RD	APE	TP	DW	25-Feb-10	13-Oct-10	0.38	9.12		86.63	155	56%	25% Done
				AR	TP	DW	21-Sep-10	13-Oct-10	0.32	0.00		7.00	160	4%	
Sgt C. J. Sharpe	OJ	FC,RD		APE*	DW	TP	2-Oct-10	13-Oct-10	1.08	9.08		11.92	250	5%	
Cpl J. N. Abel	JG	FC,RD													
Cpl J. Cerrillo	CJ	FD,GC,RD	FD,GC	FC*	LL	AM	8-Sep-10	13-Oct-10	0.32	313	48	11.08	175	27%	
Cpl M. C. Fisher	CF	TS,FC,RD	TWR,FC,RD	APE	MH	TH	17-Sep-10	13-Oct-10	0.38	8.12		9.82	250	4%	
Cpl S. D. Malsh	SM	FC,RD,FD	RD	GC*	JK	UA	13-Apr-10	13-Oct-10	0.57	14.67		104.00	90	116%	100% Done
Cpl J. A. Mohundro	AM	FD,GC,FC,RD,APW	FD,GC,FC,RD												
Cpl R. Ramos	BD	FD,GC,RD	FD,GC	FC	NJ	AS	11-Sep-10	13-Oct-10	0.15	235	24	4.93	175	14%	
Cpl J. T. Smith	UA	FD,GC,FC,RD	FD,GC,RD	LC	NO	CF	14-Apr-10	13-Oct-10	0.52	29.02		94.73	150	63%	50% Done
Cpl J. J. Williams	WJ	FD,GC,FC,RD	FD,GC,RD	LC*	NO	CF	8-Oct-10	13-Oct-10	0.30	5.42		1.50	150	1%	
LCpl T. D. Brooks	AT			FD*	JK	UA	16-Aug-10	13-Oct-10	0.78	9.50		45.13	100	45%	50% Done
				GC*	JK	UA	21-Sep-10	13-Oct-10	0.84	4.25		18.58	90	21%	
LCpl N. W. Clift	NC	FC,RD,FD	RD	GC	MJ	UA	10-Jun-10	13-Oct-10	0.34	12.08		42.08	90	47%	25% Done, Med
LCpl J. A. Syfert	LL	FC,RD	FC,RD	APE	MH	TH	23-Apr-10	13-Oct-10	1.14	24.18		197.28	250	79%	75% Done
				AR	MH	TH	10-Jun-10	13-Oct-10	0.26	7.08		32.92	160	21%	
LCpl B. T. Thackrey	VR	RD		FC			27-Sep-10	13-Oct-10	0.00	80	3	0.00	175	2%	
PFC S. A. Weeces	RB		FD	UA	RR	23-Sep-10	13-Oct-10	0.54	7.25			10.72	100	11%	
D. J. Nowak	DJ	FWO	All Positions												
D. R. Webb	DW	FWO	All Positions												
J. W. Woodard	SC	FPL	All Positions												
T. P. Tolster	TP	FWO	All Positions												
J. M. Holbrook	MH	FWO	All Positions												
T. L. Henry	TH	FWO	All Positions												
M. T. Seabrook	NO	TS	TWR												
13-Oct-2010				20											

* Training Plan on File

Figure 2-3-23

MCAS CHERRY POINT
AIR TRAFFIC CONTROL
FACILITY TRAINING
MONTHLY REPORT
JUNE 2010
Produced and Compiled by ATC Training Support

Figure 2-3-24

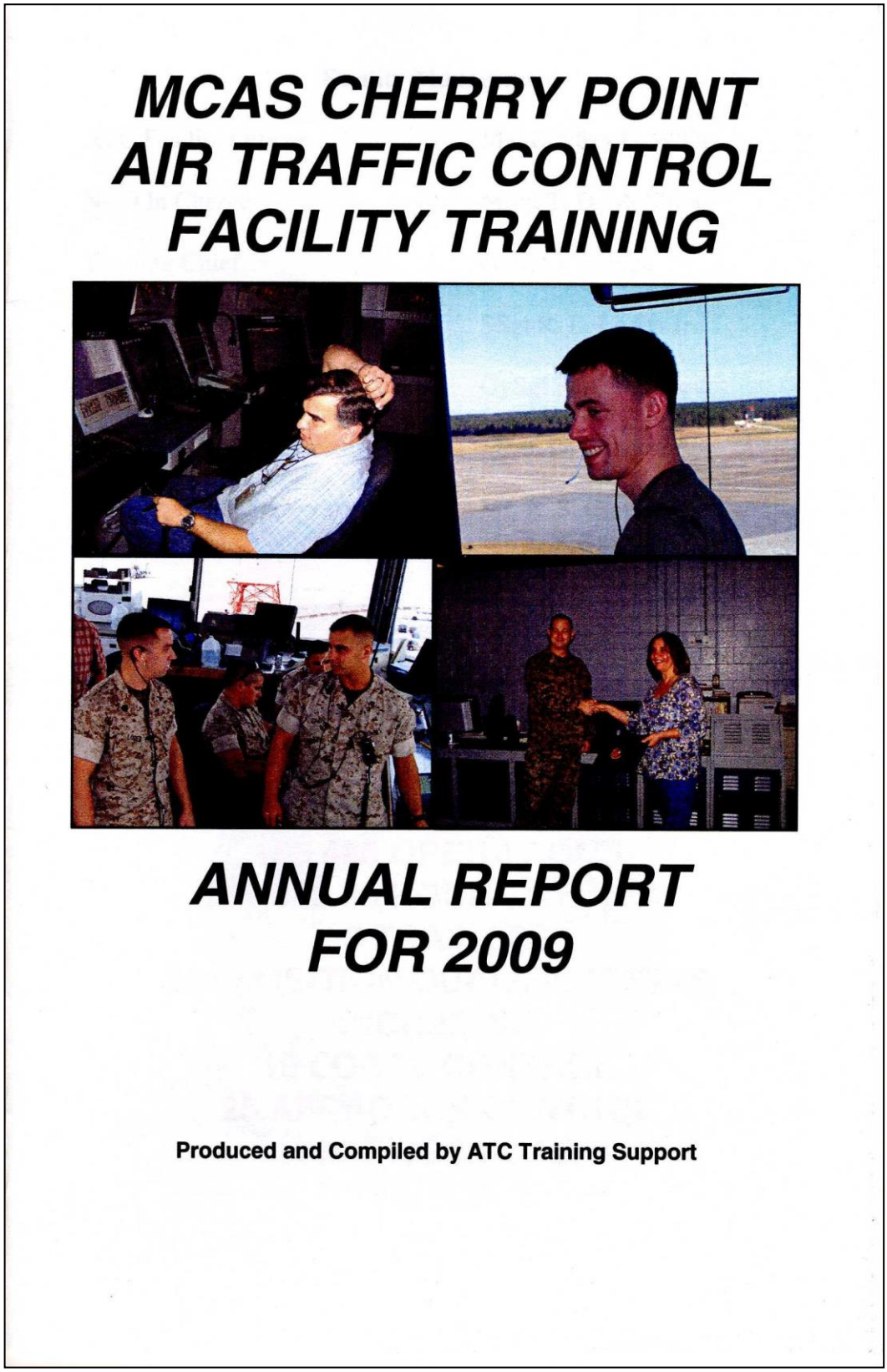

MCAS CHERRY POINT
AIR TRAFFIC CONTROL
FACILITY TRAINING
ANNUAL REPORT
FOR 2009
Produced and Compiled by ATC Training Support

Figure 2-3-25

AIR TRAFFIC CONTROL ANNUAL SKILL CHECK FORM

Controller name: _____ DATE _____

Controller birth date: _____

Flight Physical Scheduled Date: _____

Flight Physical Completion Date: _____

Annual Skill Check

Position	Comment (satisfactory, unsatisfactory, not applicable)	completed date:	completed by:
Radar Branch			
Approach East			
Approach North			
Approach West			
Arrival Control			
Final Control			
Flight Data Radar			
Tower Branch			
Local Control			
Ground Control			
Flight Data Tower			
Annual Exam			

Notes

_____

_____

_____

_____

_____

MCAS FORM 3722/24 (10-2012)

Figure 2-3-26

Section 4. BILLET AND POSITION DESCRIPTIONS

2-400 ATC FACILITY OFFICER

The ATCFO responsibilities are established by NATOPS.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.1.3.1

2-401 ATC FACILITY NCOIC

The ATCF NCOIC responsibilities are established by NATOPS.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.1.3.5

2-402 TRAINING CHIEF

The Training Chief responsibilities are established by ATC NATOPS to include the following.

a. Provide study guides for Aviation Marines Awaiting Training (AMAT).

b. As the ATCS Examiner, ensure issuance of ratings in accordance with NAVAIR 00-80T-114, paragraph 4.4.2.

c. Qualify personnel in accordance with paragraph 4-311 of this manual.

d. Provide technical assistance to the ATCFO in development of procedures.

e. Coordinate and track all trainees' progress with the branch chiefs and FWOs.

f. Maintain currency requirements in accordance with paragraph 4-203 of this manual.

g. Function as a member of the Procedure Evaluation Board and Controller Evaluation Board.

h. Provide annual proficiency guidance to the FWOs.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.1.2.2

2-403 CONTROL TOWER CHIEF

The Control Tower Chief responsibilities are established by ATC NATOPS to include the following.

a. Conduct Performance Skill Checks when requested by an FWO.

b. Assist the FWO for all training conducted in the Tower Branch.

c. Ensure annual proficiency classes are conducted as directed.

d. Monitor tower training and update Training Chief as necessary.

e. Function as member of the Procedure Evaluation Board and Controller Evaluation Board.

f. Qualify personnel in accordance with paragraph 4-311 of this manual.

g. Possess a current CTO rating at MCAS Cherry Point.

REFERENCE
NAVAIR 00-80T-114, paragraph 8.1.2.1

2-404 RADAR CHIEF

The Radar Chief responsibilities are established by ATC NATOPS to include the following.

a. Conduct Performance Skill Checks when requested by an FWO.

b. Assist the FWO for all training conducted in the Radar Branch and as directed.

c. Monitor radar training and update Training Chief as necessary.

d. Function as a member of the Procedure Evaluation Board and Controller Evaluation Board.

e. Qualify personnel in accordance with paragraph 4-311 of this manual.

f. Maintain qualification and currency on all radar branch positions.

REFERENCE
NAVAIR 00-80T-114, paragraph 9.1.2.1

2-405 FACILITY WATCH OFFICER (FWO)

The employment of the FWO is accomplished by assigning a properly designated SATCS, ATCS or Marine. During normal operations, the FWO is a SATCS as described in position description S1540. At other times the FWO may be assigned as described in paragraph 6-201. Duties and responsibilities are established by ATC NATOPS.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.1.3.4

2-406 RESERVED

Reserved.

2-407 ATC FACILITY CREW CHIEF

a. The Crew Chief is designated by the ATCFO. The Crew Chief exercises administrative control and is responsible for the welfare of the Marines on his/her crew.

b. Forward all trouble calls regarding the maintenance of the facility to the NCOIC. All emergency maintenance calls requiring immediate attention may be called to Facility Maintenance in the absence of the NCOIC.

2-408 ATC TRAINING SUPPORT SPECIALIST

The Training Support Specialist is responsible for the following:

a. Compile data for statistical analysis of the following:

(1) Air Traffic Activity

(2) Runway Usage

(3) Special Use Airspace Usage

(4) Simulator Time

(5) Position Training Time

(6) Manpower History and Projections

b. Complete monthly, annual and biennial reports on the above data as required by NAVAIR 00-80T-114.

c. Provide data processing and administrative support to the ATCFO and other facility management staff as it relates to training.

d. Prepare and distribute as directed, updates to the Facility Manual and other facility directives.

e. Provide graphics support to the ATCFO and Training Branch for the development of courses of instruction and briefings.

2-409 ADMINISTRATIVE CLERK

Reserved.

2-410 TERPS SPECIALIST

Responsible for facility Terminal Instrument Procedures (TERPS) Program. Duties and responsibilities are established by NATOPS.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.1.3.8

2-411 TRAINING DEVICE PERSONNEL

Reserved.

Section 5. HAZREP AND WESS REPORTING

2-500 GENERAL

Any person who is aware of an operational error/deviation or suspected error/deviation shall report it to supervisory personnel immediately, who, in turn, shall brief the ATCFO. Procedures for reporting Operational Errors and Deviations are established by ATC NATOPS and amplified in this section. The MCIEAST Form shall be used to the extent possible in compiling information related to the suspected ATC hazard. See Figure 2-5-1.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.8
MCIEASTO P3722.3E

2-501 COMPILING INFORMATION

The FWO shall obtain and complete a summary of the pertinent data immediately upon learning of the incident, or as soon thereafter as duties permit. A reference to the incident shall be logged on the Daily Record of Facility Operation. FAA Order 7210.56 contains additional information that may assist during the preliminary investigation.

REFERENCE
FAA Order 7210.56

2-502 WESS AND DMS REQUIREMENTS

Reserved.

2-503 REPORTING PROCEDURES

a. The ATCFO shall provide an in-depth phoncon/email brief to the MCIEAST ATC T&R Officer within 24 hours of the reported hazard.

b. The ATCFO shall complete a preliminary investigation report within three days.

2-504 REPORTING CHAIN OF COMMAND

Reserved.

2-505 FORWARDING CHAIN OF COMMAND

Reserved.

2-506 RESPONSIBILITIES

When it has been determined that personnel in this facility were responsible for the separation of the aircraft involved, regardless of where the operational error/deviation occurred, the ATCFO shall investigate and prepare the preliminary and final reports. Additionally, the ATCFO shall be responsible for the administration of the program:

a. Ensuring that operational error/deviation investigations are conducted within the confines established in any effective negotiated contract between the ATCF and NATCA.

b. Designating the Investigator In Charge (IIC). The IIC may be designated on a rotational or permanent basis. The IIC's function shall be performed by supervisory personnel or the facility staff. Normally the FWO on duty is the primary IIC.

c. Designating an investigative team to assist the IIC in the collection of data when the complexity of an operational error/deviation requires such a team. The ATCFO shall determine the size and composition of each investigative team.

d. Analyzing the data submitted by the IIC and CEB to determine:

(1) The classification of the occurrence; i.e., operational error, operational deviation, pilot deviation, or no occurrence.

(2) The categorization of the operational error/deviation; i.e., human, procedural, equipment, or any combination thereof.

(3) The causal factor(s) of the operational error/deviation.

MCIEAST PRELIMINARY AIR TRAFFIC CONTROL HAZARD INVESTIGATION SUMMARY

Note: this is preliminary data and subject to change

Operational Error Number _____
Operational Deviation Number _____

1. Date and Time of Occurrence: _____

2. Reported by: _____

3. ATC Facility/Facilities involved: _____

4. ATC Branch/Sector involved: _____

5. Aircraft Identification, Type and location (include all aircraft involved):
   aircraft a: _____ type: _____ location: _____
   aircraft b: _____ type: _____ location: _____
   aircraft c: _____ type: _____ location: _____
   aircraft d: _____ type: _____ location: _____
   aircraft e: _____ type: _____ location: _____

6. If applicable, was aircraft under Radar Surveillance: _____

7. Controller information:
   a. Qualifications: _____ _____ _____ _____
   b. Experience in ATC (yrs/mos): _____
   c. Qualification length (experience) on operating position (yrs/mos): _____

8. Total amount of time controller was on position prior to incident (hrs/mins): _____

9. Equipment Status:

10. Weather Conditions:

11. Number of Aircraft controller had responsibility for at time of incident: _____

12. Was controller training being conducted on position at time of incident? _____

12. Summary of Incident:

Figure 2-5-1

(4) The recommendations and corrective actions to be taken to prevent a recurrence of the operational error/deviation.

e. Message reporting of ATC hazards are now done online through the Naval Safety Center website.

www.safetycenter.navy.mil/wess/default.htm

REFERENCE
OPNAV INSTRUCTION 3750.6

2-507 NEAR MIDAIR COLLISION REPORTS

a. Only a pilot or flight crew member can file a Near Midair Collision (NMAC) report.

b. When a pilot or flight crew member announces the intent to file a NMAC report, obtain and complete the following information requested on FAA Form 8020-21. Complete the following.

Item 1 - UTC date, UTC time and location of NMAC.

Item 2 - Fix or facility nearest NMAC.

Item 3 - NMAC location in respect to the fix or facility in item 2.

Item 4E through 4H - Information on reporting aircraft.

Item 5E through 5H - Information on other aircraft.

Item 7 - Type of flight rules during NMAC.

Item 10 - Aircraft altitude during NMAC.

Item 16 - Closest separation during NMAC.

Item 21 - Brief description of NMAC and comments.

c. Make every effort to locate and identify the other aircraft. If identity of the other aircraft is determined, obtain the same data as from the reporting flight crew. If the traffic load does not permit this, receive information over an alternate frequency. Otherwise, attempt to have the pilot call the facility on a recorded phone line (466-5960).

d. Notify the ATCFO as soon as a report is received. During other than normal working hours, attempt to notify the ATCFO. Make a Facility Log entry of the time the NMAC was received. Forward FAA Form 8020-21 to the ATC office with the daily paperwork.

Blank

Section 6. LOCAL INFORMATION

2-600 LOCAL BASED SQUADRONS

SQUADRON	CALL SIGN	MODEX	TYPE	ODO#	OPS#	MAINT#	FREQ
VMR-1	LOBO		C-560/C-9	5745	3476	2684	323.7
	PEDRO		H-46				
VMAT-203	MARS	KD	AV-8/TAV-8	3151	2025	3332	361.45
VMA-223	STONE	WP	AV-8	2158	2332	3350	307.4
VMA-231	SPADE	CG	AV-8	4137	4487	4227	261.225
VMA-542	LUSTY	WH	AV-8	5008	4234	5008	252.625
NADEP	DRIVER		ANY TYPE	7999	7830	7820	293.825
VMAQT-1	BANSHEE	CB	EA-6B	6147	6146	6144	354.35
VMAQ-2	JESTER	CY	EA-6B	6024	3759	6029	348.875
VMAQ-3	DOG	MD	EA-6B	2201	2576	6137	357.125
VMAQ-4	HOOK	RM	EA-6B	4205	4224	5976	360.975
VMGR-252	OTIS	BH	C-130	3800	3800	2011	236.25
VMU-2	NIGHTOWL		SHADOW		4979		

2-601 AIRPORT VEHICLES

CALL SIGN	TYPE	AGENCY
CHERRY 9	WHITE TOOLBOX TRUCK	FACILITIES
CHERRY 33	YELLOW EMERGENCY TRUCK	RECOVERY
CHERRY 35	SMALL WHITE FLATBED PICKUP	RECOVERY
CHERRY 37	WHITE VAN	
CHERRY 38	WATER TRUCK	CFR
CHERRY 39	NEON GREEN EMERGENCY TRUCK	CFR SEC LDR
CHERRY 40	WHITE FORD RANGER	CFR SEC LDR
CHERRY 41-59	P19	CFR
CHERRY 65	WHITE PANEL VAN	ATC MAINT
CHERRY 67	WHITE PICKUP TRUCK	ATC MAINT
CHERRY 68	GREEN PICKUP W/ WHITE CAMPER	ATC MAINT
CHERRY 69	WHITE PICKUP	EOD
CHERRY 90	LARGE YELLO NADEP TUG	NADEP
CHERRY ECHO, ETC.	HAND HELD FOR ANY VEHICLE	
PADDLES 633	GREEN KING CAB PICKUP	AIROPS
PADDLES 635	RED JEEP CHEROKEE	AIROPS
PADDLES	WHITE VEHICLE	ALL SQUADRONS
VAL 1	SILVER 2-DOOR DODGE PICKUP	VAL
VAL 2	WHITE EXTENDED CAB PICKUP	VAL
VAL 3	WHITE KING CAB FOLLOW-ME	VAL
VAL 4	WHITE KING CAB PICKUP	VAL
VAL PAX VAN	BLUE PASSENGER VAN	VAL
VAL STAIRS	WHITE STAIR TRUCK	VAL
RECOVERY 4	WHITE SINGLE CAB PICKUP	RECOVERY
RECOVERY 6	WHITE EXTENDED CAB PICKUP	RECOVERY
RECOVERY 31	WHITE FLATBED WITH RACKS	RECOVERY

2-602 LANDING ZONES

LANDING ZONE	LOCATION
SHADY GROVE LZ	NKT 330/002.5
MILLER'S LANDING LZ	NKT 360/003

REFERENCE
AOM 1002.9.

2-603 LOCATION IDENTIFIERS

AIRPORT	ID	AIRPORT	ID
ALBERT ELLIS, NC	OAJ	LEE CREEK, NC	NC12
ANDREWS AFB, MD	ADW	MANTEO, NC (Dare Co Regional)	MQI
ANDREWS NAF, MD	NSF	MYRTLE BEACH, NC	MYR
ATLANTIC, NC (Jackson Pvt)	NC54	NEW BERN, NC (Craven Co Regional)	EWN
ATLANTIC FIELD MCOLF, NC	12NC	NEW RIVER MCAS, NC	NCA
BAY CREEK (Bayboro)	4NC2	NORFOLK NAS, VA	NGU
BEAUFORT/ M.J. SMITH	MRH	OAKGROVE HOLF, NC	13NC
BEAUFORT MCAS, SC	NBC	OAKGROVE TACAN	NKO
BILLY MITCHELL, NC	HSE	OCEANA NAS, VA	NTU
BOGUE FIELD MCALF, NC	NJM	OCRACOKE ISLAND, NC	W95
CAMP DAVIS MCOLF, NC	14NC	PAMLICO (BAYBORO)	7NC0
CHARLESTON, SC	CHS	PENSACOLA NAS, FL	NPA
CHARLOTTE, NC	CLT	PITT GREENVILLE	PGV
CHERRY POINT MCAS, NC	NKT	POPE AFB, NC	POB
CHOCOWINITY NDB	RNW	PLYMOUTH, NC	PMZ
CIRCLE P	6NC7	QUANTICO MCAF, VA	NYG
COLUMBIA, SC	CAE	RALEIGH DURHAM, NC	RDU
DIXON, NC (NDB/DME)	DIW	ROCKY MOUNT, NC	RWI
DONALD	1NC7	SEYMOUR JOHNSON AFB, NC	GSB
ELIZABETH CITY, NC	ECG	SHAW AFB, SC	SSC
FAYETEVILLE, NC	FAY	SKY MANOR, NC	N22
FLORENCE, SC	FLO	SPUD	*SPUD
FORT BRAGG, NC	FBG	STAR HILL, NC	60NC
GRAND STRAND VORTAC, SC	CRE	TAR RIVER VORTAC, NC	TYI
NORTH MYRTLE BEACH AIRPORT	CRE	TOPSAIL AIRPARK, NC	01NC
HICKORY HILL, NC	62NC	TRIPLE M, NC	4NC5
HODGES FARM	NC73	WASHINGTON, NC	OCW
HOLLY RIDGE, NC (Topsail Island)	N21	WILMINGTON, NC	ILM
HYDE COUNTY	7W6		
JACKSONVILLE NAS, FL	NIP		
KINSTON, NC	ISO	*LOCAL ID – NOT FOR FDIO USE	

2-604 AIRSPACE AND APPROACH FIXES

MCAS CHERRY POINT				
FIX NAME	**STRIP MARKING**	**LOCATION/USE**	**ASSOCIATED PROCEDURE**	**LAT/LONG**
ALPHA	PTA	NKT 140/27	W-122	
ALPHA	A	ISO 093/50	IR 062	
BEULA		ISO 199/27	V56	34 56 04.89 077 41 40.51
BRAVO	PTB	NKT 184/16	W-122	
BRAVO	B	CVI 241/15	IR 062	
CHARLIE	C	ILM 013/37	IR 012	
CLAPY		ORF 211/85	J174	35 35 40.98 076 54 34.30
DELTA	D	NKT 316/30	IR 012	
ECHO	E	NKT 020/24	IR 012	
ECHO ONE	E1	NKT 020/24	IR 012	
EEGEL		GSB 079/30	HI TACAN/ILS RWY 26 – GSB	35 29 48.04 077 23 33.43
ESTER		ISO 302/014	V45	35 28 48.89 077 49 17.14
FEELY		NKT 324/15	NON RADAR FEEDER	35 04 44.89 077 05 24.65
FOXTROT	F	NKT 031/029	IR 012	
FOXTROT ALPHA	FA	NKT 030/024	IR 012	
GOLF	G	NKT 039/052	IR 012	
GOLLA		ILM 021/017	V70	34 37 36.04 077 47 23.57
GRAVY	GV	I-NKT 055/006.9	RNAV GPS/ILS RWY 23R	34 58 05.60 076 48 02.85
HEGIR		NKT 131/10	HI TACAN Z RWY 32L	34 48 49.24 076 42 11.28
HIPOK		NKT 322/4	HI TACAN RWY 14L	34 56 52.04 076 56 02.77
HOMUS	HM	NKT 045/5	COPTER TACAN RWY 23R	34 58 11.19 076 48 54.68
HORKU		NKT 322/14	HI TACAN RWY 14L	35 03 41.31 077 04 57.61
ICORE		FAF	RNAV RWY 5R	34 49 58.34 076 57 56.86
JADEG		NKT 045/1.5	COPTER TACAN RWY 23R	34 55 21.07 076 51 24.92
JOGTA		NKT 322/2	HI/TACAN RWY 14L	34 55 30.11 076 54 15.98
JULTO		NKT 240/3	COPTER/TACAN RWY 23R/5R	34 52 14.65 076 55 19.26
JUNIR		IAF/HLD	RNAV RWY 32L/23R	34 45 31.37 076 42 38.51
KADAF	KD	NKT 240/6	TACAN RWY 5R	34 50 21.09 076 58 09.14
KIYEK	TK	NKT 332/12	HI TACAN Z RWY 32L/14R	35 00 57.68 077 01 23.50
KKING		FAF	RNAV RWY 32L	34 49 48.82 076 47 44.56
KOBBY		ILM 050/012	V139	34 29 50.57 077 42 30.63
KROVE		EWN 264/011	V56	35 01 42.77 077 15 22.44
LABVE		NKT 240/2.4	TACAN RWY 5R	34 52 56.27 076 54 16.94
LKOUT	LK	NKT 154/025	HI TACAN Y RWY 32L	34 33 36.13 076 35 07.52
MADAC	MD	NKT 322/21	HI TACAN RWY 14L	35 08 27.41 077 11 12.88
MEVGE		NKT 064/6	TACAN RWY 5R/32L	34 57 34.82 076 46 30.46
OSHEN	TO	NKT 154/1.2	TACAN RWY 32L	34 53 09.07 076 51 39.05
OSPIE		IAF	RNAV RWY 5R	34 51 06.27 077 09 32.13
PEARS		TYI 112/038	V139	35 47 12.37 076 57 01.98
PEPAE		I-NKT 055/002.9	ILS RWY 23R	34 55 34.42 076 51 10.49
PHNTM		GSB 261/020	HI TACAN/ILS RWY 8 – GSB	35 14 22.89 078 21 41.30

MCAS CHERRY POINT				
FIX NAME	**STRIP MARKING**	**LOCATION**	**ASSOCIATED PROCEDURE**	**LAT/LONG**
SAPLE		IAF	RNAV RWY 23R	
SHAKL	SK	NKT 154/015	HI TACAN Y RWY 32L	34 41 49.24 076 42 03.18
TARHL	TT	NKT 154/006	TACAN RWY 32L	34 49 12.70 076 48 18.45
TBOLT		GSB 145/018	HI TACAN/ILS RWY 26 – GSB	35 06 54.06 077 43 19.95
VENLY		NKT 154/012	HI TACAN Z/Y RWY 32L	34 44 17.10 076 44 08.15
WADEL	TW	NCA 244/4.1	TACAN RWY 5 – NCA	34 40 11.21 077 30 26.30
WALLO		ISO 219 + FAY 102	V56	34 52 35.24 077 57 44.89
WASEB	WS		RNAV RWY 23R	35 02 38.18 076 42 26.08
WEDUV		IF	RNAV RWY 5R	34 45 45.37 077 03 08.38
WHISKEY	PTW	NKT 063/024.5	IFR BOMBING	
WIDGE		ILM 050/017.5	V139	34 33 50.10 077 37 57.10
WILUN		ISO 130/010	V45	35 16 30.29 077 23 29.70
BEAUFORT/MICHAEL J. SMITH FIELD				
FIX NAME	**STRIP MARKING**	**LOCATION**	**ASSOCIATED PROCEDURE**	**LAT/LONG**
IXBOF		MAP	RNAV RWY 26 – MRH	34 42 49.84 076 43 36.77
ZIVPO		MAP	RNAV RWY 21 – MRH	34 39 34.31 076 42 02.74
WIXDI		MAP	RNAV RWY 21 – MRH	34 42 59.24 076 50 49.30
CIBAG		FAF	RNAV RWY 8 – MRH	34 42 52.11 076 43 29.99
CIGOR		IF	RNAV/LOC RWY 26 – MRH	34 48 21.64 076 26 58.28
EXAVE		FAF	RNAV RWY 32 – MRH	34 41 44.89 076 36 44.19
FACTO		MRH 039/4	NDB RWY 21 – MRH	34 47 42.78 076 36 57.15
FOBEK		IF/IAF	RNAV RWY 3 – MRH	34 37 39.45 076 49 50.18
GERIT		MRH 039/010	NDB RWY 21 – MRH	34 52 50.98 076 33 14.02
HOPEM		FAF	RNAV RWY 21 – MRH	34 46 59.38 076 37 48.07
ISUJU		FAF	RNAV RWY 14 – MRH	34 47 33.45 076 44 24.17
ITOLE		IF	RNAV RWY 8 – MRH	34 40 36.77 076 50 14.67
JIDON		IF	RNAV RWY 3 – MRH	34 35 31.38 076 44 21.38
LAVTE		IF/IAF	RNAV RWY 32 – MRH	34 37 40.76 076 31 23.00
MOKEY		MRH 076/003	RNAV RWY 26 – MRH	34 45 22.07 076 35 59.79
NALAE		IF/IAF	RNAV RWY 8 – MRH	34 45 15.21 076 52 31.53
PEPKE		IF	RNAV RWY 21 – MRH	34 52 25.33 076 34 41.05
RIXOE		IAF	RNAV RWY 21 – MRH	34 54 55.67 076 41 18.74
SEDUE		MAP/HLD	RNAV RWY 14 – MRH	34 40 46.96 076 35 27.93
ULVAQ			RNAV RWY 14 – MRH	34 50 56.45 076 48 52.84
WABIK		IAF	RNAV RWY 26 – MRH	34 52 16.15 076 31 28.05
WOVIP			RNAV RWY 3 – MRH	34 40 57.50 076 41 15.19

HATTERAS/BILLY MITCHELL				
FIX NAME	**STRIP MARKING**	**LOCATION**	**ASSOCIATED PROCEDURE**	**LAT/LONG**
BECAC		MAP	RNAV RWY 25 – HSE	35 14 22.47 075 36 18.72
ZOLMN		HLD	RNAV RWY 25 – HSE	35 38 42.35 075 24 27.41
CULAT		IAF	RNAV RWY 7 – HSE	35 12 31.49 075 54 49.04
HULIP			RNAV RWY 7 – HSE	35 07 46.77 075 48 31.92
IPKOH			RNAV RWY 25 – HSE	35 24 05.67 075 28 53.27
JIKON		FAF	RNAV RWY 7 – HSE	35 11 04.99 075 42 25.16
ONOKY		FAF	RNAV RWY 25 – HSE	35 18 06.64 075 32 14.75
OTMIE		IAF	RNAV RWY 25 – HSE	35 32 29.06 075 29 03.86
OCRACOKE ISLAND				
CAXIT		FAF	RNAV RWY 6 – W95	35 02 04.97 076 03 49.36
DEPNE			RNAV RWY 6 – W95	34 58 53.29 076 08 30.61
FILVO		IAF	RNAV RWY 6 – W95	35 06 35.69 076 16 17.36
JELIK		IAF	RNAV RWY 24 – W95	35 20 57.95 075 55 08.86
KASVE			RNAV RWY 24 – W95	35 13 14.48 075 47 22.78
LAMGE		FAF	RNAV RWY 24 – W95	35 10 03.20 075 52 05.08
MUTVE		IAF	RNAV RWY 24 – W95	35 18 49.92 075 37 14.79
PUNGO		EWN 050 + PMZ 137	RNAV RWY 24/6 – W95	35 36 37.99 076 27 03.31
WASHINGTON (WARREN FIELD)				
BROTH		FAF	LOC RWY 5	35 30 11.80 077 06 51.69
BROAM		IAF	RNAV RWY 5	35 28 17.53 077 16 13.93
COULD		IF	RNAV RWY 5	35 25 18.11 077 11 19.41
DECOI		IAF	RNAV RWY 5	35 22 18.49 077 06 25.25
HALAX		IF/IAF/MA	RNAV RWY 5/23/17/35	35 43 33.67 076 54 37.29
KEKBE		MA	RNAV RWY 23	35 38 37.91 077 14 57.91
SODOY		MA	RNAV RWY 23	35 29 25.22 077 07 34.15
DIBNE		IAF	RNAV RWY 23	35 46 33.75 076 59 32.32
CAGLU		IAF	RNAV RWY 23	35 40 33.38 076 49 42.63
JOROX		FAF	RNAV RWY 23	35 38 40.06 076 59 06.79
HAGSO		IAF	RNAV RWY 17	35 42 19.73 077 14 12.19
SOLIE		IF	RNAV RWY 17	35 44 26.07 077 08 37.91
WEMOX		IAF	RNAV RWY 17	35 47 08.61 077 02 35.44
ZIPDA		FAF/MA	RNAV RWY 17/35	35 38 53.55 077 05 29.31
HOVNI		IF	VOR/DME RWY 5	35 27 26.64 077 20 15.38
MIZEL		FAF/MA	VOR/DME RWY 5	35 31 44.86 077 09 11.89
WATGO		IAF	RNAV RWY 35	35 21 58.70 077 02 40.56
JUMDO		IF	RNAV RWY 35	35 24 04.57 076 57 07.41
MERPE		IAF	RNAV RWY 35	35 26 10.19 076 51 33.97
ZAMPI		FAF	RNAV RWY 35	35 29 37.41 077 00 14.93

MCAS NEW RIVER				
FIX NAME	**STRIP MARKING**	**LOCATION**	**ASSOCIATED PROCEDURE**	**LAT/LONG**
AMRUW		I-NCA 188/1.6	ILS or LOC/DME RWY 1 – NCA	34 41 33.48 077 26 12.06
BADAD		IAF	RNAV RWY 1 – NCA	34 27 20.01 077 30 11.26
CATEL			RNAV RWY 1 – NCA	34 31 32.33 077 26 07.03
DITTO		NCA 201/15.4	TACAN RWY 1 – NCA	34 27 23.80 077 30 36.43
JEMET		IF/IAF	RNAV RWY 23 – NCA	34 48 55.67 077 18 51.11
JOMSU		NCA 244/2	TACAN RWY 5 – NCA	34 41 18.48 077 28 25.71
JUBIG		NCA 177/5	TACAN RWY 1 – NCA	34 37 30.72 077 25 15.71
KEANN		IF/IAF	RNAV RWY 19 – NCA	34 52 22.70 077 26 12.30
KERME		NCA 177/1	TACAN RWY 1 – NCA	34 41 26.71 077 26 11.19
LENDL		FAF	RNAV RWY 1 – NCA	34 37 31.17 077 26 11.68
NAGME		I-NCA 188/7.3	ILS or LOC/DME RWY 1 – NCA	34 31 45.91 077 26 11.58
NAKJA			RNAV RWY 23 – NCA	34 41 17.45 077 24 28.27
NAPIE		NCA 019/5	TACAN RWY 19 – NCA	34 47 20.68 077 25 15.57
NOLPE		NCA 177/4	TACAN RWY 1 – NCA	34 38 29.72 077 25 29.57
ONIDE		FAF	RNAV RWY 23 – NCA	34 46 05.70 077 22 17.20
OSNEE		NCA 309/5	TACAN RWY 23 – NCA	34 45 00.37 077 31 37.14
OYODA		I-NCA 188/4.5	ILS or LOC/DME RWY 1 – NCA	34 36 45.88 077 26 11.82
PIDKE		NCA 201/12	TACAN RWY 1 – NCA	34 30 42.94 077 29 41.06
POSTY		NCA 019/1	TACAN RWY 19 – NCA	34 43 24.71 077 26 11.18
RAPME		NCA 042/5	TACAN RWY 23 – NCA	34 46 34.79 077 23 01.42
RENDE		NCA 244/1	TACAN RWY 5 – NCA	34 41 52.10 077 27 25.40
SATIE		NCA 177/11	TACAN RWY 1 – NCA	34 31 36.72 077 23 52.65
SEASO		NCA 042/1	TACAN RWY 23 – NCA	34 43 15.53 077 25 44.37
TEYOR		NCA 042/2.2	TACAN RWY 23 – NCA	34 44 20.30 077 24 51.43
TOMAH		FAF	RNAV RWY 19 – NCA	34 47 22.21 077 26 12.35
TUDSE		NCA 019/2	TACAN RWY 19 – NCA	34 44 23.70 077 25 57.29
TYNAN		NCA 201/11	TACAN RWY 1 – NCA	34 31 42.96 077 29 24.37
UYEGI		NCA 201/6.5	TACAN RWY 1 – NCA	34 36 05.06 077 28 11.35
WINOS		NCA 201/5	TACAN RWY 1 – NCA	34 37 32.90 077 27 46.85
WIPMO		IF/IAF	RNAV RWY 5 – NCA	34 36 14.09 077 34 11.91
ZUBIL		NCA 019/8	TACAN RWY 19 – NCA	34 50 17.66 077 24 33.80
ZUDIT		FAF	RNAV RWY 5 – NCA	34 39 04.37 077 30 46.62
MARVL	TM	NCA 042/008	TACAN RWY 23/19 – NCA	34 49 04.19 077 20 59.07
MANTEO (DARE COUNTY)				
OCSIP		IAF	RNAV RWY 17	36 08 14.95 076 00 15.45
EARNY		IF/IAF/MA	RNAV RWY 17	36 06 05.38 075 47 06.60
IWOSE		FAF	RNAV RWY 17	35 59 52.35 075 44 00.75
ALGTR		IAF/MA	RNAV RWY 5	35 56 00.07 076 03 57.55
ROWZO		IF	RNAV RWY 5	35 47 24.24 075 49 10.80
OZUBE		FAF	RNAV RWY 5	35 52 32.05 075 44 15.54
JUMIT		IAF	RNAV RWY 23	36 10 37.83 075 42 29.35
TALOW		IF/IAF	RNAV RWY 23	36 04 27.23 075 32 46.38
BLEEK		FAF	RNAV RWY 23	35 59 10.62 075 37 52.02
NORTN		MA	RNAV RWY 23	36 02 45.85 075 52 28.07

PLYMOUTH				
FIX NAME	STRIP MARKING	LOCATION	ASSOCIATED PROCEDURE	LAT/LONG
LARME			RNAV (GPS) RWY 3	35 45 43.77 076 46 37.40
UZJOX		FAF	RNAV (GPS) RWY 3	35 43 20.45 076 47 32.41
MAXIF		IAF	RNAV (GPS) RWY 3	35 39 30.17 077 01 44.24
FOPCE		IF/IAF	RNAV (GPS) RWY 3	35 36 33.23 076 50 08.51
WESBU		IAF	RNAV (GPS) RWY 21	36 03 00.01 076 52 37.64
FATVO		IF/IAF	RNAV (GPS) RWY 21	36 00 04.08 076 41 05.85
ZUHAX		FAF	RNAV (GPS) RWY 21	35 53 39.35 076 43 34.39

2-605 INTERFACILITY LANDLINES

LINE	STATION	USE	ACTION
GP 1852	ZDC	CONTROLLER TO CONTROLLER	VOICE CALL
GP 1732	ZDC	EWN LOW SECTOR	DIAL 70
		SAMPSON SECTOR	DIAL 59
		COFIELD SECTOR	DIAL 70
		COMBINED SECTORS	DIAL 24
		ILM HIGH SECTOR	DIAL 93
		CENTER STORED FLIGHT PLANS	DIAL 44
		SECTOR SUPERVISOR	DIAL 22
		MISSIONS	DIAL 66
		SYSTEMS ENGINEER (SOFTWARE)	DIAL 88
		SYSTEMS ENGINEER (HARDWARE)	DIAL 00
	NVF	GIANT KILLER (SECONDARY)	VOICE CALL
	NCA	TOWER	VOICE OR DIAL 03
	NTU	TOWER/APPROACH	VOICE CALL
	ORF	SEARCH AND RESCUE	VOICE CALL
	TMU		DIAL 77
	DARE RANGES	AIR FORCE	DIAL 83
		NAVY	DIAL 84
GP 1774	SAME AS GP 1732 PLUS THE FOLLOWING		
	RDU	FSS/DATA	DIAL 73
		FSS/IN-FLIGHT	DIAL 98
		FSS/SUPERVISOR	DIAL 96
	ILM	APPROACH	DIAL 20
	NTU	APPROACH	DIAL 33
	ECG	TOWER	DIAL 86
	NVF	GIANT KILLER (SECONDARY)	DIAL 80
	ORF	APPROACH	DIAL 76
	EWN	TOWER	DIAL 02
GP 659	NCA	TOWER	DIAL 03
		GCA	DIAL 04
		MATCALS	DIAL 05
GP 630	NJM	TOWER/GCA	AUTO RING
GP 104	NCA	CONTROLLER TO CONTROLLER	VOICE CALL
GP 4040	ILM	CONTROLLER TO CONTROLLER	VOICE CALL
GP 4041	GSB	CONTROLLER TO CONTROLLER	VOICE CALL
GP 50	LEJEUNE	BLACKBURN RANGE CONTROL*	PREEMPTIVE/PRIORITY
GP 963	NVF	GIANT KILLER (PRIMARY)	VOICE CALL
		VACAPES AREA COORDINATOR	VOICE CALL
GP 5011	RANGE	BT-11	AUTO RING
GP 05	EWN	TOWER	AUTO RING
ROC	BIG ROCK	RANGE OPERATIONS	AUTO RING
NJM UAS	NJM UAS	UAS COORDINATION	AUTO RING
MATCAL TOWER	MACS	CONTROLLER TO CONTROLLER	AUTO RING
MATCAL RADAR	MACS	CONTROLLER TO CONTROLLER	AUTO RING

NTU	NTU	CONTROLLER TO CONTROLLER	VOICE CALL
* DSN 751-3064 can be used in the event that the 50 line is out of service or no answer is received from Blackburn. Blackburn can coordinate with Chieftain (DASC) 24 hours/day during exercises when Blackburn releases R-5306D/E to Chieftain.			

2-606 INTRAFACILITY LANDLINES

LINE	STATION	USE	ACTION
NKT 2	WEATHER	POSITION 22	PUSH/RING
NKT 4	CFR	DISPATCHER (ONLY FROM 17)	PUSH/RING
NKT 5	VAL	DESK (ONLY FROM 17)	PUSH/RING

2-607 CHERRY POINT LANDLINE NUMBERS

LINE	STATION	USE	ACTION
GP 1732	NKT	APPROACH EAST	DIAL 25
		APPROACH WEST	DIAL 33
		TOWER	DIAL 58
GP 1774	NKT	APPROACH EAST	DIAL 25
		APPROACH WEST	DIAL 33
		FLIGHT CLEARANCE	DIAL 30
GP 659	NKT	RADAR	DIAL 33
		TOWER	DIAL 22

2-608 LOCAL FREQUENCIES

AGENCY	FREQUENCY	BUTTON
APPROACH EAST	124.1	
	268.7	
APPROACH NORTH	119.75	
	360.775	
APPROACH WEST	119.35	
	377.175	
EWN CLNC DELIVERY	120.52	
MRH CLND DELIVERY	125.65	
MQI RCO	124.72	
ARRIVAL	299.6	11*
	132.575	
GCA	351.825	12*
	290.3	13*
	257.725	14
	118.35	15
		16
	278.8	17
	305.2	18
	317.525	19
	235.975	20
LOCAL CONTROL	121.3	
	340.2	
GROUND CONTROL	128.625	
	239.025	
NKT CLNC DELIVERY	125.95	
	316.125	
NKT ATIS	127.475	
	244.875	
METRO	343.5	
BASE OPS	126.2	
	305.7	
VHF GUARD	121.5	
UHF GUARD	243.0	
* Local Channels – may be issued to local based aircraft.		

2-609 ADJACENT FACILITY FREQUENCIES

FACILITY	UHF FREQUENCY	VHF FREQUENCY
GSB NORTH	290.9	123.7
GSB SOUTH	273.6	119.7
GSB GLOBAL	273.6	127.3
ILM APPROACH	317.425	135.75
ILM CLEARANCE DELIVERY		121.4
OAJ UNICOM		123.0
ZDC – EWN LOW	281.42	135.5
ZDC – SAMPSON	285.5	135.3
ZDC – ILM HIGH	269.15	124.02
ZDC – COFIELD	323.0	123.85
ZDC – NORTHEAST OF HSE		124.72
NVF – FACSFAC	251.6/310.1	135.875
NTU APPROACH	266.8	123.9
ORF APPROACH	269.42	127.9
ECG ARRIVALS		119.55
EWN TOWER/CTAF		124.25
EWN ASOS		118.52
NCA RADAR	279.575	124.85
NCA TOWER	360.2	120.0
BLACKBURN	233.8	119.5
NJM TOWER	341.3	126.45
MRH ASOS		135.375
MRH UNICOM		122.8
ISO TOWER	335.55	120.6
RDU FSS – EWN RCO		122.2/122.4
HSE – RCO TO FSS		122.3
HSE UNICOM		122.9
HSE ASOS		118.375
W95 UNICOM		122.9
7W6 UNICOM		122.7
BIG ROCK R-5306A/CORE MOA	244.8	139.3
BIG ROCK R-5306C/HAT F MOA	323.775	141.95
BT-9	226.575	149.325
BT-11	323.9	141.85
BIG ROCK CIVIL		132.475

2-610 CLASS D SURFACE AREAS

NKT	Cherry Point MCAS, NC (lat. 34°54'10"N, long. 76°52'52"W) That airspace extending upward from the surface to and including 2,500 feet MSL within a 5-mile radius of Cherry Point MCAS.
NCA	Jacksonville, New River MCAS, NC (lat. 34°42'39"N, long. 77°26'21"W) That airspace extending upward from the surface to and including 2,500 feet MSL within a 5-mile radius of New River MCAS.
EWN	Craven County Regional Airport, NC (lat. 35°04'23"N., long. 77°02'35"W.) That airspace extending upward from the surface to and including 2,500 feet MSL within a 4-mile radius of the Craven County Regional Airport.
13NC	Marine Corps Outlying Landing Facility Oak Grove, NC (lat. 35°02'01"N., long. 77°14'59"W.) That airspace extending upward from the surface to and including 1,500 feet MSL within a 4-mile radius of Marine Corps Outlying Landing Facility Oak Grove.
NJM	Bogue Field MCALF, NC (lat. 34°41'26"N, long. 77°01'47"W) That airspace extending upward from the surface to and including 2,500 feet MSL within a 4.5-mile radius of Bogue Field MCALF, NC.

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Section 7. PUBLICATIONS

2-700 GENERAL

The main library within the facility has become electronic and is available on all computers. Certain publications are necessary to be available in hard copy and are listed as such in this section and within the electronic library.

2-701 TRAINING BRANCH LIBRARY

Located within the Tower Chief/Radar Chief office spaces.

2-702 TOWER BRANCH LIBRARY

Located within the tower cab to the right of Ground Control.

2-703 RADAR BRANCH LIBRARY

Located within the radar room behind the supervisor console.

2-704 SIMULATOR LIBRARY

Reserved.

2-705 EXERCISE BINDERS

Reserved.

2-706 PUBLICATIONS CONTROL

The Training Chief shall, upon receipt of official publications, review data pertaining to the facility to ensure accuracy and completeness.

a. The Training Chief is responsible for ensuring the effectiveness and currency of the ATCF directives and technical libraries.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.1.2.2

b. Publications in the three facility branches are not intended for check out purposes. They are maintained for ready access to the operating positions and branch managers. An electronic library can be found on all facility computers.

2-707 PUBLICATIONS AVAILABLE

The following tables describe the publications available within the facility for each library. A number indicates the quantity of hard copies that should be maintained. An asterisk (*) indicates the publication is available on the electronic library for that branch.

REFERENCE
FAA JO Order 7210.3, paragraph 2-1-4

PUBLICATION NAME	DESCRIPTION	TRNG	RDR	TWR
AIM	Aeronautical Information Manual	*	*	*
FAA JO 6191.3	STARS Maintenance Technical Handbook	*	*	*
FAA JO 6300.13	Radar Systems Flight Inspection	*	*	*
FAA JO Order 7110.10	Flight Services	*	*	*
FAA JO Order 7110.65	Air Traffic Control	1*	1*	1*
FAA JO Order 7210.3	Facility Operations	*	*	*
FAA JO Order 7340.2	Contractions	*	*	*
FAA JO Order 7350.8	Location Identifiers	*	1*	1*
FAA Order 7400.2	Handling Airspace Matters	*	*	*
FAA JO Order 7400.8	Special Use Airspace	*	*	*
FAA JO Order 7400.9	Airspace Designations	*	*	*
FAA JO Order 7610.4	Special Military Operations	*	*	*
FAA Order 7930.2	Notices to Airmen	*	1*	1*
FAA Order 3120.4	Training Program	*	*	*
FAA Order 7110.9	STAR	*	*	*
FAA Order 7130.3	Holding Pattern Airspace	*	*	*
FAA JO Order 7210.633	Air Traffic Quality Assurance	*	*	*
FAA Order 7220.1	DoD Certification and Rating Procedures	*	*	*
FAA Order 7910.1	Aeronautical Video Map Program	*	*	*
FAA Order 8000.90	AOV Credentialing	*	*	*
FAA Order 8020.16	Aircraft Accident and Incident	*	*	*
FAA Order 8200.1	Flight Inspection Manual	*	*	*
FAA Order 8260.19	Flight Procedures and Airspace	*	*	*
FLIGHT INFORMATION PUBLICATIONS				
IFR Supplement	IFR – Supplement United States	1*	2*	1*
VFR Supplement	VFR- Supplement United States	*	*	*
FIH	Flight Information Handbook	*	*	*
GP	General Planning	*	*	*
AP1	Area Planning	*	*	*
AP1A	Special Use Airspace	*	*	*
AP1B	Military Training Routes	*	1*	1*
AP2	Europe-Africa-Middle East	*	*	*
AP2A	SUA Europe	*	*	*
AP3	Pacific-Australasia-Antarctica	*	*	*
AP3A	SUA Pacific	*	*	*
AP4	Eastern Europe-Asia	*	*	*
AP4A	SUA Eastern Europe-Asia	*	*	*
Low Alt US Vol. 1		*		
Low Alt US Vol. 2		*		
Low Alt US Vol. 3		*		
Low Alt US Vol. 4		*		

PUBLICATION NAME	DESCRIPTION	TRNG	RDR	TWR
Low Alt US Vol. 5		*		
Low Alt US Vol. 6		*		
Low Alt US Vol. 7		*		
Low Alt US Vol. 8		*		
Low Alt US Vol. 9		*		
Low Alt US Vol. 10		*		
Low Alt US Vol. 11		*		
Low Alt US Vol. 12		*		
Low Alt US Vol. 13		*		
Low Alt US Vol. 14		*		
Low Alt US Vol. 15		*		
Low Alt US Vol. 16		*		
Low Alt US Vol. 17		1*	2*	1*
Low Alt US Vol. 18		*		
Low Alt US Vol. 19		*		
Low Alt US Vol. 20		*		
Low Alt US Vol. 21		*		
Low Alt US Vol. 22		*		
High Alt US Northwest		*		
High Alt US Southwest		*		
High Alt US East		1*	2*	1*
Enroute Low US Chart L1/2		*		
Enroute Low US Chart L3/4		*		
Enroute Low US Chart L5/6		*		
Enroute Low US Chart L7/8		*		
Enroute Low US Chart L9/10		*		
Enroute Low US Chart L11/12		*		
Enroute Low US Chart L13/14		*		
Enroute Low US Chart L15/16		*		
Enroute Low US Chart L17/18		*		
Enroute Low US Chart L19/20		*		
Enroute Low US Chart L21/22		*		
Enroute Low US Chart L23/24		*		
Enroute Low US Chart L25/26		*		
Enroute Low US Chart L27/28		*		
Enroute Low US Chart L29/30		*		
Enroute Low US Chart L31/32		*		
Enroute Low US Chart L33/34		*		
Enroute Low US Chart L35/36		1*	2*	1*
Charlotte Sectional		4	4	4
Southeast (SE) Vol 2 of 4	U.S. Terminal Procedures	1*	2*	*

PUBLICATION NAME	DESCRIPTION	TRNG	RDR	TWR
ATCFacO P3722.1	ATC Facility Manual	100*	1*	1*
ASO P3710.5	Airfield Operations Manual	100*	1*	1*
MCIEASTO P3722.3	MCIEAST ATC Order	1*	1*	1*
AirStaO P3570.2	SOP for Range Training Areas	*	*	*
BO P3570.1	SOP for Camp Lejeune Range Control	*	1*	*
COMNAVAIRFOR 3722.2	ATC NATOPS Evaluation Program	*	*	*
AirStaO 5040.1	Command Inspection Program	*	*	*
MCO 1000.8	Fleet Assistance Program (FAP)	*	*	*
AirStaO 1000.9	Fleet Assistance Program (FAP)	*	*	*
MCO P1200.7	MOS Manual	*	*	*
METOC 045-819-508-001	Tower Visibility Observations	*	*	*
ATAA	ATAA User's Manual	*	*	*
NAVMC 3500.94	T&R Directive, Marine Air Traffic Control	*	*	*
M-SHARP	M-SHARP Software User's Manual	*	*	*
NAVAIR 00-80R-14	Aircraft Firefighting and Rescue	*	*	*
NAVAIR 00-80T-104	NATOPS Landing Signals Officer Manual	*	*	*
NAVAIR 00-80T-105	CV NATOPS Manual	*	*	*
NAVAIR 00-80T-114	ATC NATOPS Manual	1*	1*	1*
NAVAIR 00-80T-115	Expeditionary Airfields and MCAS	*	*	*
NAVAIR 51-50AAA-2	Airfield Marking and Lighting	1*	*	*
NAVFAC P-80.3	Appendix E, Airfield Safety Clearances	*	*	*
NAVMETOCOM 1500.3H	ATC Tower Visibility Observers	*	*	*
FMH-1	Weather Observations and Reports	*	*	*
OPNAVINST 3500.39	Operational Risk Management (ORM)	*	*	*
OPNAV 3501.360	DRRS-N	*	*	*
OPNAV 3710.7	General NATOPS Manual	*	*	*
OPNAV 3721.5	NAALS Program	*	*	*
OPNAV 3722.16	Terminal Instrument Procedures (TERPS)	*	*	*
OPNAV 3722.35	Baseline Planning Criteria	*	*	*
OPNAV 3750.6	Naval Aviation Safety Program	*	*	*
OPNAV 3770.2	Airspace Procedures and Planning Manual	*	*	*
OPNAVINST 5100.23	Navy Safety and Occupational Health	*	*	*
SECNAV M-5210.1	Records Management Manual	*	*	*
SECNAV 5216.5	Naval Correspondence Manual	*	*	*
SECNAV 5720.42	Freedom of Information Act	*	*	*
SPAWARINST 5100.9	Navy Shore Electronics Safety Precautions	*	*	*
UFC 3-260-01	Airfield & Heliport Planning and Design	*	*	*
MMT TAC SOP	Marine ATC Mobile Team SOP	*	*	*
AirStaO P12000.6	Civilian Personnel Manual	1		
AirStaO P3140.2	Destructive Weather	1		
AirStaO P11135.1	Aircraft Search, Rescue, Crash and Salvage	1	1	1

PUBLICATION NAME	DESCRIPTION	TRNG	RDR	TWR
AIRCRAFT NATOPS MANUALS				
A1-AV8BB-NFM-000	AV-8B Harrier	*	*	*
01-85ADC-1	EA-6B Prowler	*	*	*
A1-H46AE-NFM-000	CH-46E Sea Knight	*	*	*
A1-H46AE-NFM-000	HH-46R SAR Supplement	*	*	*
01-C9BAAA-1	C-9B Skytrain II	*	*	*
01-C35CAA-1	UC-35C Citation	*	*	*
01-75GAJ-1	KC-130J Hercules	*	*	*
01-75GAH-1	KC-130T Hercules	*	*	*
01-110HCE-1	UH-1N Huey	*	*	*
01-110HCG-1	UH-1Y Huey	*	*	*
01-H1AAC-1	AH-1W Cobra	*	*	*
A1-H53BE-NFM-000	CH-53E Super Stallion	*	*	*
A1-RQ2BA-NFM-000	RQ-2 Pioneer UAV	*	*	*
A1-RQ7BA-NFM-000	RQ-7 Shadow UAS	*	*	*
A1-V22AB-NFM-000	MV-22B Osprey	*	*	*

*Electronic Copy on Branch Computers

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Section 8. CIVIL AIRCRAFT REQUIREMENTS

2-800 CIVIL USE LANDING PERMIT

a. Civil aircraft shall not be authorized practice approaches, touch and go, or full stops unless they hold a landing permit and have been issued a PPR. The practice approaches will not interfere with military requirements nor will they compromise the security of military operations, the facility, or equipment. Coordination between the radar and tower branch will be accomplished at the time of the request.

b. Anytime an inbound aircraft is not on the air flow, the FWO should notify the ODO as soon as possible so the case can be resolved and a PPR issued if warranted.

REFERENCE
NAVAIR 00-80T-114, paragraph 2.7.4.2.1
SECNAVINST 3770.1
AOM, paragraph 5002

2-801 EMERGENCY LANDINGS

Any aircraft may land at a VV/VM aviation facility when necessary as a result of a bona-fide emergency. However, when the nature of the emergency permits the pilot to select the time and place of the landing, it is preferred that the pilot land the aircraft at a civil field.

REFERENCE
NAVAIR 00-80T-114, paragraph 2.7.4.2.2
SECNAVINST 3770.1
AOM, paragraph 5001

2-802 AIRCRAFT WITHOUT PPR

a. The FWO shall be responsible for holding VFR "pop-up" aircraft lacking a PPR and aircraft determined by Airfield Operations to not have a PPR, outside of the CDSA until a PPR can be approved. The holding area will be situationally dependant, based on traffic.

b. If an aircraft contacts the tower without first talking to approach control, the TS shall be responsible for determining if the aircraft possesses a valid PPR. If the aircraft does not have a PPR, ATC will advise the aircraft to remain outside of the CDSA and contact base operations as soon as possible to resolve the situation.

c. If a military aircraft lands without a PPR, inform the aircraft to immediately contact base operations.

d. If a civilian aircraft lands without a PPR, tower shall notify PMO over the crash phone circuit.

(1) Dial PMO only; do not use the all-call feature of the crash phone.

PHRASEOLOGY
"Security alert, security alert, (call sign) (type aircraft) ***landed runway*** (rwy) ***without a PPR."***

(2) Any additional information, such as reason that the aircraft landed or pilot's intentions should also be included in the PMO notification to assist them in determining the appropriate course of action.

e. PMO notification is not required for emergency and/or medical evacuation aircraft that land without a PPR unless the aircraft is deemed "suspicious" by the supervisor.

NOTE
The PPR number is based on the Julian Date (number of the day of the year) followed by a one or two number sequence depending on the order in which the PPR was requested. Example: PPR 055-05 is the fifth number assigned on 24 Feb.

REFERENCE
AOM, paragraph 5007

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Chapter 3. SAFETY

Section 1. RESPONSIBILITIES

3-100 GENERAL

The risk of electrocution and the numerous dangers presented by working in a darkly lit radar room makes the ATC working environment one that requires a heightened sense of safety consciousness. Personnel are briefed upon arrival on Safety Procedures.

3-101 ELECTRICAL SHOCK HAZARD

a. The potential shock hazard in the ATC Facility is significant because of the high voltage associated with radar and tower equipment. Should a victim be receiving a "holding" shock, secure the high voltage immediately via the main circuit breaker. See Figures 3-1-1 and 3-1-2.

b. If the high voltage cannot be deactivated, remove the victim immediately, observing the following precautions:

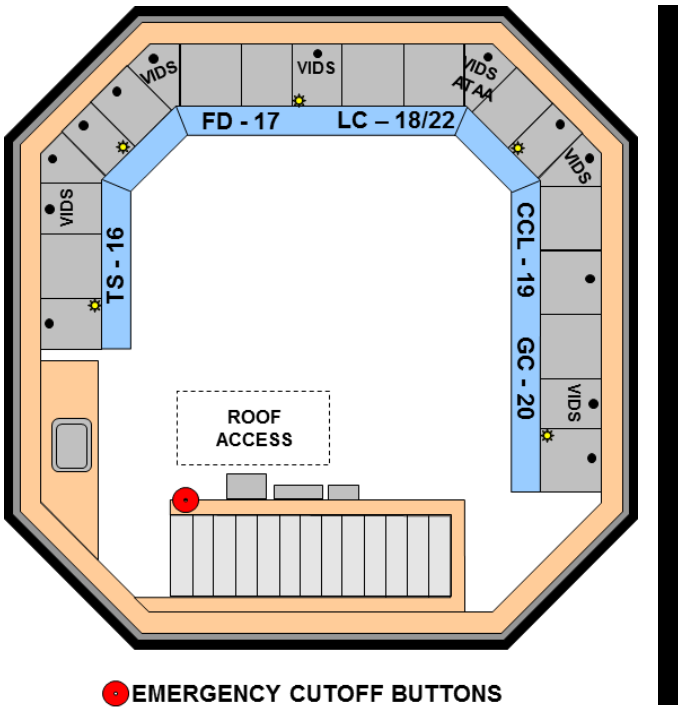

Figure 3-1-1

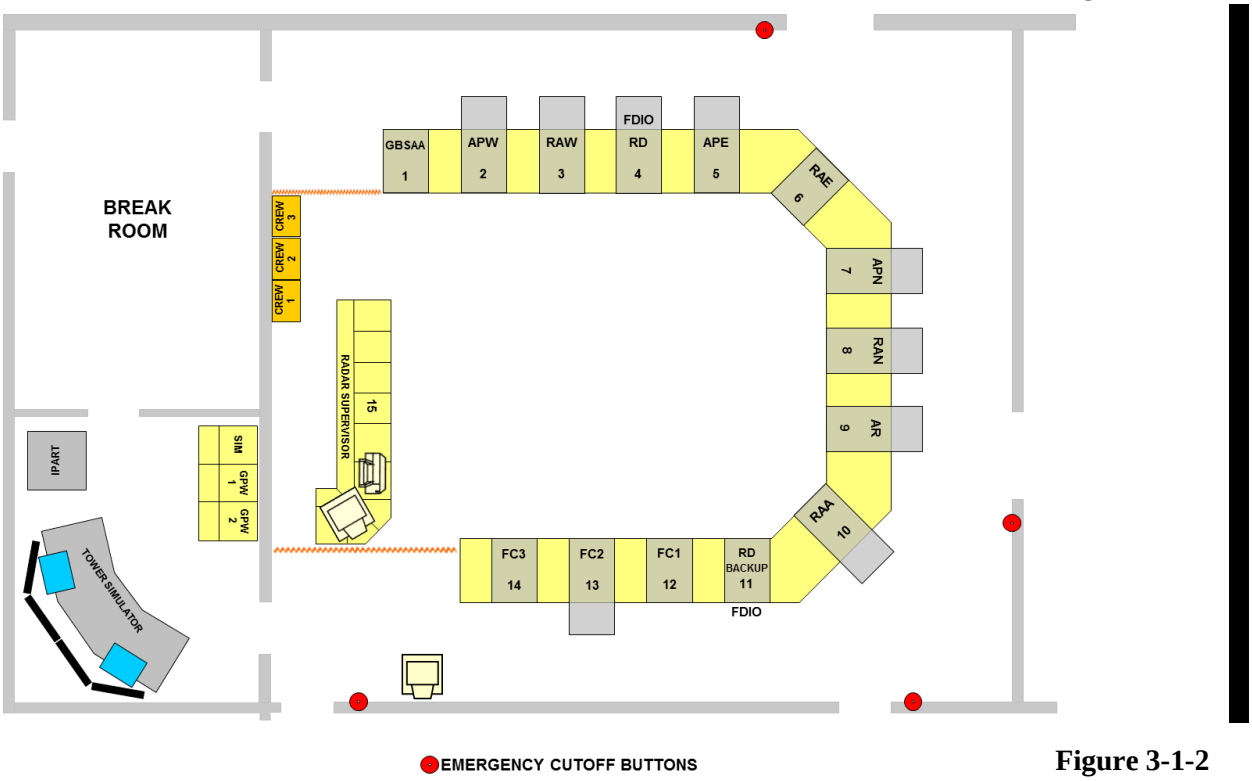

Figure 3-1-2

(1) Protect yourself with dry insulating material, and

(2) Use a buckleless belt or clothing such as a shirt or trousers to free the victim from the live wire.

WARNING: Do not touch the victim until completely clear of the shock hazard.

(3) Immediately after securing power or freeing the victim, apply first aid if necessary.

REFERENCE
ATCFM, paragraph 5-200 and 6-200

3-102 FIRE BILL

Fire Bills are posted in the radar room, control tower, break rooms, classrooms, and office spaces.

REFERENCE
MCO P11000.11
ASO P11320.7
ATCFM, paragraph 5-706

3-103 CLEANLINESS

a. Personal belongings shall be stored neatly in appropriate areas to prevent safety/trip hazards. Placing of belongings shall not block passageways or impair ventilation.

b. Each crew prior to relief will conduct daily clean up.

c. Facility field days are held each Sunday eve watch and at the discretion of the NCOIC.

d. Prior to assuming the day watch, a police call of the parking lot shall be conducted.

e. The Marine assigned to the midwatch shall be responsible for the clean up of the IFR room daily. This shall include vacuuming the inside of the horseshoe and wiping down the table in the middle of the room. The maintenance personnel will continue to clean the TCWs and TDWs.

3-104 ELEVATOR OUTAGE

ATC personnel observing an elevator outage shall notify the FWO. The FWO is responsible for calling AirOps and the fire department.

3-105 CYPHER LOCKS

Cypher locks are provided for the security and safety of the facility. There are several cypher locks within the facility:

a. doors below the tower cab

b. doors entering radar room

c. door entering ATC break room.

The combinations for tower branch and radar branch may be different and can be obtained from the FWO.

3-106 FIRE EXTINGUISHERS

Fire extinguishers are located in the tower cab, radar room, and passageway next to the ATCFO office.

3-107 FIRE ALARMS

Fire alarms are located in every room and passageway within the facility and are equipped with both aural and visual alarms.

3-108 HERO PROCEDURES

a. When instructed by the ODO that a HERO/EMCON condition has been set, ATC shall post the condition on the ATIS. This will remain on the ATIS until the ODO notifies ATC that the HERO/EMCON condition has been lifted.

b. HERO/EMCON conditions will be entered into the ATIS as follows:

"HERO CONDITION 3 IN EFFECT"

REFERENCE
AirStaO 8000.1

Section 2. ANTI-TERRORISM AND FORCE PROTECTION

3-200 GENERAL

Reserved.

3-201 BOMB THREATS

Bomb threat: An instance where Air Traffic personnel receive information that a bomb threat exists to an aircraft, airport facility, or other elements of the Air Traffic System critical to the safety of Air Traffic.

a. A bomb threat checklist is located near each phone. Attempt to ask as many questions as possible. Bomb threat procedures are contained in the CMS Emergency Action Plan located in the airfield operations office. See Figure 3-2-1.

b. Release information on bomb threat incidents in accordance with the procedures established in current directives. Where no applicable procedures have been established, all information shall be treated as "For Official Use Only".

3-202 FACILITY BUILDING SECURITY

Reserved.

3-203 ACCESS AREAS

The tower cab and radar room are limited access areas which are accessible only through coded cypher locks. A list of authorized personnel is posted at the entrance of each branch.

MCAS 5510/2 (10-86)

MCAS CHERRY POINT BOMB DATA CARD
PLACE THIS CARD UNDER YOUR TELEPHONE

QUESTIONS TO ASK

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT:

Sex of the caller: _____ Race: _____

Age: _____ Length of call: _____

Number at which call was received: _____

Time: _____ Date: _____
Day/Month/Year

BOMB THREAT

FOR OFFICIAL USE ONLY

Figure 3-2-1

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Chapter 4. TRAINING

Section 1. RESPONSIBILITIES

4-100 GENERAL

All personnel involved in Air Traffic Control technical training shall maintain a comprehensive working knowledge of the procedures and guidelines outlined in this manual and the applicable Navy and FAA directives.

4-101 ATCFO RESPONSIBILITIES

The ATCFO shall ensure that:

a. A facility training program is established and conducted in accordance with Navy, Marine Corps and local directives.

b. A Training Chief, Tower Chief and Radar Chief are designated to administer the facility training program.

c. At least one employee is qualified to teach the OJT Instructor course.

d. Individuals designated as OJT Instructors attend an OJT instructor course within one year of their designation.

e. A MACCS Performance Record is initiated and maintained.

f. Resource requirements necessary to conduct the facility training program are submitted to the chain of command.

g. Individuals entering qualification training receive adequate facility orientation and are thoroughly briefed on this Manual, Civilian Personnel Manual, and other associated directives prior to entering training.

h. OJT is accomplished in accordance with this Manual.

i. Training reports are properly completed and maintained.

j. An annual schedule of required proficiency training is maintained and that proficiency training is accomplished.

k. Facility OJT time limits and OJF hours are established, maintained, and updated.

l. All OJTIs and supervisory ATCSs meet the qualification criteria in this order.

m. OJTIs are recommended and designated in accordance with this Manual.

n. Training teams receive support of the training support specialist and branch chiefs.

o. The final determination is made regarding the suspension of OJT after considering training team recommendations.

p. Controller Evaluation Boards are initiated.

4-102 TRAINING AND STANDARDIZATION OFFICER (TSO) RESPONSIBILITIES

Reserved.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.1.3.3

4-103 TRAINING CHIEF RESPONSIBILITIES

The Training Chief shall:

a. Administer the facility training program.

b. Provide oversight for the Tower Chief and Radar Chief.

c. Ensure that the facility training program is planned, conducted, assessed, and revised on a continuous basis.

d. Maintain close communication with watch officers, branch chiefs, OJTIs, and the ATCFO regarding all facility training programs and resources.

e. Ensure that the training plan is administered in accordance with local directives.

f. Monitor and assess the performance of the training staff on a continuous basis.

g. Ensure that local course materials, visual aids, and control scenarios are developed and properly labeled.

h. Plan and direct the training of personnel involved in the OJT/qualification process.

i. Maintain training documentation.

j. Provide oversight and direction to watch officers and branch supervisors to ensure compliance with training directives.

k. Review OJT documentation.

l. Conduct orientation training for new join Marines prior to assignment to crew.

4-104 SATCS RESPONSIBILITIES

SATCSs shall:

a. Identify, recommend, coordinate, and schedule proficiency training.

b. Provide feedback to OJTIs and trainees on training performance.

c. Address any reported extenuating circumstances that may impede the trainee's progress.

d. Ensure that OJTIs have no other duties to perform during training sessions.

e. Maintain either currency or familiarization on positions for which qualifications are conducted.

f. Promote teamwork skills for training team members.

g. Conduct performance and qualification skill checks in accordance with this manual.

h. Brief the trainee's team leader on the performance and/or qualification skill-check results and recommendations.

i. Ensure that performance feedback is provided to the trainee as soon as possible after each OJT session.

j. Ensure that at least one OJT report for each position/consolidated position is completed by each OJTI, to include all training sessions conducted during the assigned shift. It is permissible to combine reports if the OJTI trains the same trainee on the same position on the same day.

k. Serve on Controller Evaluation Boards as needed.

l. Administer, assign, monitor, and facilitate training.

(1) Establish a training team for each trainee.

(2) Ensure that OJF is accomplished and documented.

(3) Ensure that members of the training team provide the majority of OJT.

(4) Identify, recommend, coordinate, and schedule additional OJT hours and skill enhancement training.

m. Maintain communication among the training team, branch chiefs and crew chiefs.

n. Sign the MACCS qualification form. This signature verifies that the trainee has completed all qualification training for the position.

o. Serve as team leader for his or her training team(s) and ensure that all T&R Supplement tests, simulation, OJF and tape talks are completed at the appropriate progression benchmarks.

p. Make the final determination to modify the plan for training by providing skill enhancement training or additional OJT hours after considering training team recommendations.

q. Make the final determination regarding qualification after considering the results of the qualification skill check and training team recommendations.

4-105 OJTI RESPONSIBILITIES

The OJTI is responsible for assisting the trainee in acquiring the knowledge and skills necessary to qualify. The OJTI shall:

a. Ensure that the OJT process includes preferred methods of teaching through a combination of instruction, demonstration, and practical application. OJT instruction shall be based on handbook requirements and procedures and shall provide guidance on control judgment. Alternative techniques should be demonstrated by the OJTI.

b. Be familiar with the trainee's previous training performance prior to commencing.

c. Document OJT results on the four-day evaluations. Document all training sessions conducted during the assigned shift.

d. Discuss the trainee's performance as soon as possible after each OJT session.

e. Perform only OJT duties during training sessions.

f. Ensure that the instructor and the trainee are plugged into the same control position when OJT is being conducted.

g. Provide OJT to no more than one trainee at the same time.

h. Satisfy training objectives as specified in the training plan.

i. Keep the trainee’s FWO/supervisor informed of progress.

j. Assume the responsibilities of a training team member when assigned to a training team.

k. Be responsible for all positions combined during training, even if the trainee is qualified on one or more of the positions that are combined.

4-106 TRAINEE RESPONSIBILITIES

The trainee shall:

a. Actively participate in training to achieve qualification.

b. Perform operational assignments in order to maintain proficiency and currency.

c. Review, discuss, and make suggestions to enhance the training plan with the other members of the training team.

d. Ensure that all aspects of the training plan are understood and that supplement tests are completed prior to reaching 25% of OJT time limit.

e. Review, discuss, and sign evaluations.

f. Immediately advise a supervisor of any extenuating circumstance(s) that might impede training progress.

g. Be physically and mentally prepared to receive OJT, exercise initiative, and study to ensure satisfactory training progress and qualification.

h. Verify that all OJT/OJF times are recorded accurately.

i. Engage in OJT only on positions that have been assigned.

j. Be receptive to training performance feedback from OJTIs/supervisors.

4-107 LOCAL QUALIFICATION STANDARDS

The Training and Readiness Supplement outlines the Local Qualification Standards (LQS) for each position. The appropriate portions of the T&R

Supplement shall be filled out prior to any phase test being issued. Ensure the last page of the T&R Supplement is filled out correctly as each phase of the qualification process occurs. After the trainee is qualified, the last page of the T&R Supplement must be turned in to the training office for entry into M-SHARP and the MACCS performance record.

REFERENCE
NAVMC 3500.94
MCIEASTO P3722.3

4-108 LESSON TOPIC GUIDES

The LTGs detail the reference materials that support the Knowledge, Skills and Abilities (KSAs) that must be satisfactorily completed in order to assign the applicable position qualification, Primary Military Occupational Skill (PMOS) or Skill Designator. All Knowledge Factors are checked with a written test. Skills and Abilities may be accomplished through OJT or simulation. LTGs and LQSs written in black are those required by the T&R Directive, those written in red are supplemental information specifically for MCAS Cherry Point.

REFERENCE
NAVMC DIR 3500.98

4-109 TESTING

Testing is an important tool used by the facility management to ensure proper material is being taught and mastered.

a. After a trainee completes each lesson in the T&R Supplement, a written test shall be administered by the training department. The trainee must score a minimum of 80% to pass each LTG test. LTG tests will be completed prior to qualification recommendation. After recommendation and prior to a qualification skill check, a written final examination shall be administered by the training department. Upon successful completion of the final examination, the trainee is eligible to receive a qualification skill check. Each test will be graded and made available to the FWO, training team and student after grading for review and discussion. Once a review of the test is complete, the test will be returned to the training department for final disposition.

b. A trainee who fails a written test (less than 80% correct) shall receive additional training prior to repeating any test. In the event of a failure, trainees shall complete the same test with a passing score of 90% or better, administered by the training department. Should a trainee fail a subsequent written test, a CEB may be convened to determine the trainee's future in this MOS.

NOTE
Any trainee that fails a LTG test shall wait a minimum of two working days prior to retest. Any trainee that fails a final exam shall wait a minimum of four working days prior to repeating the alternate final exam.

c. All tests are developed and maintained by the training department and updated as needed based on changes to various manuals. Testing is normally available from 0800-1600, Monday-Friday. Crews may develop their own tests to augment the facility tests but must not be used in lieu of the facility tests.

d. All controllers that are designated as Radar Supervisors or Tower Supervisors shall complete a written examination annually during December.

REFERENCE
MCIEASTO 3722.3

4-110 ANNUAL TRAINING PLAN

The annual training plan is published as a facility directive at the beginning of each calendar year. This plan includes the following topics:

a. Officer training

b. Conferences and evaluations

c. Deployments and exercises

d. Boards

e. Reports due

f. Air Traffic Control

g. Professional Military Training

Section 2. PROFICIENCY AND CURRENCY

4-200 QUALIFICATION TRAINING

Each trainee shall receive qualification training as outlined in this Manual. Qualification training shall be consistent with the types of air traffic services provided by the facility, and traffic situations encountered should become progressively more complex. If qualification is not achieved, the ATCFO shall initiate action in accordance with ATC NATOPS and/or other appropriate directives.

4-201 PROFICIENCY TRAINING

Proficiency training is required for operational personnel and support specialists who maintain currency. The purpose of this training is to maintain and upgrade the knowledge and skills necessary to apply air traffic procedures in a safe and efficient manner. In order to maximize the initial proficiency training of a controller receiving his/her first qualifications, a trainee shall not start OJT on a major position or a position in the opposite branch until they work their qualified positions for a minimum of one month. This restriction does not apply to Marines with prior qualifications or Officers.

a. **Refresher Training**. This facility will establish in writing an annual refresher training program as part of the annual training plan. Supervisors shall stress that refresher training is for proficiency improvement, not performance evaluation.

(1) This program will include, but is not limited to, training on the following topics:

(a) Unusual situations, such as weather affecting flight, aircraft equipment failure, hijacking, and other types of emergencies.

(b) Seldom used procedures, such as transitioning to and applying nonradar separation and procedures for special flight handling.

(c) Safety alerts and traffic advisories.

(d) Wake turbulence information and application.

(e) Line up and wait procedures.

(f) Bird activity information.

(2) Radar facilities shall administer airspace intruder refresher training at least once a year. Scenarios shall include:

(a) Tracked and untracked targets, depending on equipment resource capability.

(b) Mode C as well as non-Mode C equipped targets.

(c) Situations involving airspace violators who have established two-way radio communications and violators who have not established two-way radio communications.

(3) All qualified tower visibility observers shall receive, at least annually, refresher training in tower visibility procedures.

(4) Air Traffic Facility Continuity Contingency Plan. Annually ensure familiarity with procedures and airspace based on the facility contingency plans (e.g., loss of radar, communications failure, etc.).

b. **Supplemental Training**. Operational personnel shall complete supplemental training prior to the utilization of new/revised procedures, regulations, or equipment.

c. **Skill Enhancement Training for FPL**. Training administered by the operations supervisor when it is determined that a need exists to increase the proficiency of a specialist in a skill on a position on which the specialist is qualified.

(1) The specialist shall be advised in writing of the skill that is targeted for training.

(2) The FWO, in collaboration with the specialist, is responsible for developing the training to be administered to the specialist. The methods and contents will be tailored to meet the identified needs of the individual and may include laboratory

scenarios, classroom instruction, and OJT. The FWO shall determine the most effective method.

(3) FPL Skill Enhancement training shall be documented on a Position Evaluation.

d. **Remedial Training**. Training conducted to correct specific performance deficiencies.

(1) An individual disqualified as a result of a performance deficiency shall receive remedial training.

(2) Training provided as a result of performance-related disqualification shall be documented as remedial training.

(3) The employee shall be notified in writing of the specific subject areas to be covered and the reasons.

(4) The employee will have a reasonable opportunity to provide input on the development of his/her remedial training.

(5) The methods and contents will be tailored to meet the identified needs of the individual and may include laboratory scenarios, classroom instruction, and OJT. Supervisors shall determine the most effective method.

4-202 REQUALIFICATION

Personnel who fail to meet currency requirements and those restricted from working an operational position shall be requalified prior to the resumption of operational duties. In addition, a Position Evaluation shall be used to document requalification (see Appendix G). To be requalified, a person must demonstrate, under direct supervision, the ability to satisfactorily perform relevant operational duties during normal workload conditions. Requalification is required under two circumstances:

a. Performance related: This circumstance results from unsatisfactory performance observed by the supervisor or discovered as the result of reviewing facility records, data, and/or audio recordings.

(1) If requalification is unsuccessful, the ATCFO shall take action in accordance with this manual.

(2) Training and requalification due to disqualification on an operational position shall be recorded as remedial training in the employee's training jacket and retained for one year.

b. Non-performance related: This circumstance involves loss of currency as a result of a nonperformance-related absence (e.g., medical, detail, temporary duty assignment, collateral duty, etc.). The requalification and any qualification training conducted shall be entered in the controller's training jacket. If qualification is not achieved, the ATCFO or Training Chief may assign additional OJT hours and/or skill enhancement training or may refer the individual to a CEB prior to initiating action.

4-203 CURRENCY REQUIREMENTS

a. To maintain currency, all controllers shall meet the following minimum time requirements on the positions indicated each calendar month. Final controller requirements are based on number of approaches. All currency times will be tracked by the VIDS position logs. Radar approaches will be tracked by the training branch via GCA Run Logs.

(1) SATCSs and branch chiefs shall work an operating position a minimum of four hours in each branch qualified.

(2) Tower and Radar Supervisors shall work an operating position a minimum of four hours within the designated branch.

(3) Non-supervisory personnel shall work on all operating positions qualified a minimum of two hours.

(4) Final Controllers shall conduct 10 radar approaches which may be either live or simulated.

(5) There are no requirements to maintain currency on associate positions.

(6) When positions are combined in accordance with this order, logged position time will count toward each position.

(7) Tower simulator work may be used to count toward currency requirements, at the discretion of each FWO, for tower branch rated controllers, local controllers and ground controllers only when providing training to trainees.

(8) There is no specific time requirement to maintain currency on a supervisory position. However, supervisor time will be tracked on the VIDS position logs to satisfy the collective bargaining agreement.

NOTE
Time on RS or TS does not count toward position currency.

b. When currency is not maintained, the following action shall be taken.

(1) Not current for one calendar month – FWO/Branch Chief shall satisfactorily complete a performance skill check before the controller resumes controlling on that position.

(2) Not current for three calendar months – Training Chief shall initiate a temporary suspension letter of all associated position qualifications and assemble a CEB. Specific tasking of the CEB will be to determine any refresher training needed and to consider possible suspension of position qualification. Suspension of qualification will not be entertained unless the CEB determines willful negligence, extreme disregard, or similar circumstances.

(3) Any extended absence of six months or greater due to medical reasons, deployment, etc. requires a written examination and a qualification skill check before a controller resumes any previously held position in this facility.

(4) Final Controllers shall not conduct approaches during IFR weather until skill check is complete and 10 approaches have been conducted.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.3.3

4-204 POSITION EVALUATIONS (ANNUAL SKILL CHECK)

All position qualified controllers, including SATCSs and Branch Chiefs, are required to be evaluated for performance annually. The crew SATCS shall ensure all controllers are observed on all positions of operations for which the controller is qualified during the individual's birth month using MCAS Form 3722-24. Branch chiefs may complete these skill checks upon request of the SATCS.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.2.3.1.2
ATC Facility Manual, paragraph 4-309

4-205 TOWER VISIBILITY OBSERVERS

a. All controllers shall be qualified as Tower Visibility Observers prior to completion of the Local Control T&R Supplement.

b. Facility Watch Officers (FWOs) shall coordinate with the Training Office for the controllers that require certification. Testing shall be completed via Navy Knowledge Online.

REFERENCE
NAVMETOCOMINST 1500.3

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Section 3. ATC TRAINING PROGRAM

4-300 GENERAL

This section establishes requirements and procedures for standardization of instruction and evaluation of the OJT and position qualification process.

4-301 DEFINITIONS

a. **Qualification Skill Check**. An assessment used to determine if a trainee demonstrates the knowledge and skill to qualify on an operating position and to work under general supervision.

b. **Trainee**. Title applies to all Marines and civilians within the facility OJT program.

c. **On-the-Job Familiarization (OJF)**. Time that a trainee is assigned to monitor specialists who use various techniques and skills and to acquaint the trainee with the functions and operations of an operating position or area of specialization. OJF will not be counted as OJT. An evaluation does not need to be completed for OJF.

d. **Performance Skill Check**. An assessment used to compare the knowledge and skill levels of a trainee to those required for qualification or to evaluate the performance of qualified controllers as part of their annual review.

e. **OJT Time Limits**. The number of months allowed to complete training for each position. These limits are tracked by the training office in order to ensure that each trainee is maintaining the training progression within established standards.

f. **Primary OJTI**. Designated individual responsible for ensuring all required position skills training is complete. This is not necessarily the person listening to the trainee the most.

4-302 FACILITY TRAINING REQUIREMENTS

This facility has established simulation hours, OJT time limits and OJF hours for each operating position.

a. **OJT Time Limit**. A monthly standard based on a calculation of the upper control limit for the most recent 12 qualifications for each position. The established limits for initial and subsequent training are shown in Figure 4-3-1. These time limits shall be evaluated at least annually.

b. **Simulation**. At least 20% of the practical training that an individual receives is required to be simulated. For initial qualifications, a portion of this requirement shall be completed prior to the trainee beginning OJT. The remainder is expected to be completed prior to qualification. A trainee does not have to complete all required simulation to be qualified but must complete it prior to any recommendation for suspension on the grounds of inability to qualify. Simulation requirements are listed in Figure 4-3-1.

c. **OJF Hours**. All trainees, except those on a subsequent position, shall complete 5 hours of OJF prior to beginning OJT. Additional OJF may be conducted during OJT under any of the following conditions.

(1) Controller on position is not an OJT Instructor.

(2) Controller on position is receiving a skill check.

(3) Another trainee is on position receiving OJT.

(4) Trainee is medically grounded.

(5) Assigned as skill enhancement training.

d. **Training on Combined Positions**. The ATCFO has authorized training on certain consolidated positions. These positions are:

APE/APN/APW/AR
LC/CCL

Training time during this period will be logged against the position the trainee is officially training on.

4-303 MINIMUM OJT POSITION TIME

a. All trainees shall receive a minimum of 90 minutes total daily training time from a combination of OJT and/or simulation per scheduled watch shift per position training.

EXAMPLE
LCpl Smith is training on FD and GC - trainee is required to receive 3 hours of OJT/Sim per shift (90 minutes per position).
LCpl Jones is training on GC only - trainee is required to receive 90 minutes of OJT/Sim per shift.

b. The responsible FWO or Crew Chief shall ensure that a comment is annotated on a Position Evaluation when a trainee does not meet these minimums with an explanation of why.

NOTE
Daily evaluations are a major contributing factor to any CEB. Incomplete or lack of explanation may not afford the CEB a clear picture as to the circumstances affecting the trainee's progress.

4-304 SELECTION, QUALIFICATION, AND EVALUATION OF OJTIs

a. The selection of OJTIs shall be accomplished as follows:

(1) To be eligible for selection as an OJTI, a candidate shall meet the following minimum qualification criteria:

(a) Qualified a minimum of 60 days on positions involved. Exception: Transferring ATCSs with previous OJTI experience on the same-type position shall be qualified on the positions involved for a minimum of 30 days.

(b) Current on positions involved.

(c) Attend an OJT Instructor Course.

(d) Possess MOS 7257.

NOTE
The requirement to attend the instructor course may be waived until the course becomes available to the individual.

(2) The FWO shall consider, at a minimum, the following personal attributes prior to recommending a controller for designation as an OJT Instructor:

(a) Human relations skills.

(b) Communication skills.

(c) Motivation and attitude.

(d) Objectivity.

(e) Credibility.

b. Upon satisfactory review of the candidates attributes, the FWO shall submit Performance Evaluation to the Training Office recommending the candidate as an OJT Instructor for the position(s) identified.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.1.3

4-305 TRAINING TEAMS

a. A training team shall be established by each trainee's SATCS. The training team shall facilitate the training of the trainee by continuously assessing progress and providing feedback. The specific individuals on this team may change as the trainee progresses in order to meet individual and/or facility needs. The training team shall consist of:

(1) Two OJTIs.

(2) The trainee.

(3) The trainee’s FWO/supervisor.

b. The training team shall:

(1) Develop and review the Training Plan, and recommend modifications to the trainee’s FWO/supervisor. The team shall meet periodically to ensure training plan objectives are met. The training team shall determine the frequency of meetings.

(2) Review the trainee's training history prior to that individual starting OJT, and ensure that all

Pre-OJT simulation and/or OJF requirements are complete prior to commencing OJT.

(3) Determine the operational positions for which OJF is required. OJF shall be completed prior to beginning OJT on positions for which OJF is assigned.

(4) Ensure continuous, objective assessment of progress during training, including a review of all training documentation and input from all training team members.

(5) Provide recommendations on the trainee's readiness for qualification.

(6) Identify areas requiring improved performance and:

(a) Recommend the types of skill enhancement training to be provided, and/or

(b) Recommend more OJT hours.

(7) Provide information during the training review process, as requested.

c. The trainee's FWO/supervisor shall act as the training team leader and shall retain the responsibility to direct the trainee's training by modifying the Training Plan after considering the recommendations of the training team. The supervisor shall facilitate training team functions and seek support of facility management and staff personnel when necessary.

d. The two OJTIs should be responsible for providing the majority of the trainee's OJT. The primary OJTI will usually train the trainee. The secondary OJTI will provide training when the primary OJTI is not available. When neither the primary nor the secondary OJTI is available, any OJTI may provide training.

e. OJT performance feedback shall be provided to the trainee as soon as possible after each OJT session. This discussion should include an overview of the session, an identification of the trainee's strengths and weaknesses, and specific recommendations to improve performance.

Position	Initial OJT	Initial Sim	Subsequent OJT	Subsequent Sim
FD	4 Months	19 Hours	3 Months	8 Hours
GC	4 Months	20 Hours	3 Months	9 Hours
LC (Note 1)	8 Months	31 Hours	5 Months	14 Hours
RD	3 Months	20 Hours	2 Months	6 Hours
FC (Note 3)	220 Live	34 Sims	40 Live	4 Sims
APW (Notes 1,2)	10 Months	37 Hours	3 Months	7 Hours
APE (Notes 1,2)	9 Months	35 Hours	8 Months	26 Hours
AR (Note 1)	8 Months	17 Hours	5 Months	24 Hours
Initial - Applicable to controllers without previous position qualification at the position under consideration.				
Subsequent - Applicable to controllers with previous position qualification (any facility) at the positions under consideration.				
Note 1 - Training and qualification on an associate position is normally in conjunction with or subsequent to training and qualification on the assisted position, therefore, control limits and training times are not tracked.				
Note 2 - When more than one approach control position exists within a facility, the initial position qualification is allocated the initial time limit. Subsequent approach control positions are allocated subsequent time limits.				
Note 3 – Final Control maximum training times are in number of approaches.				
Based on data compiled through 31 Dec 14				

Figure 4-3-1

4-306 TRAINING PLAN

a. The training team members shall develop and document in writing a Training Plan before beginning OJT. (An example of a Training Plan is shown in Figure 4-3-2) At a minimum, the Training Plan shall include requirements, team responsibilities, time limits, time frames, and individual training needs.

b. Any modifications to the Training Plan shall be discussed with the trainee and documented as an addendum to the original Training Plan.

c. Retention of Training Plans shall be in accordance with Section 3 of this chapter.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.2.2.1.1

4-307 LESSON FORMAT

The T&R Supplements are based on a standard progression through each branch as listed in the T&R Directive. As a result, many of the LTGs and LQSs for LC are covered in the FD and GC supplements. Training teams need to be aware of this when deciding to begin a trainee on a senior position. These T&R Supplements should be present during OJT sessions in order to properly document Position Skills.

a. **Lesson Topic Guide (LTG)**.

(1) **Goal:** The T&R event or events that require completion by the LQS.

(2) **Requirement:** The T&R event or events that are supported by the LTG.

(3) **Instructor:** Describes the level of instructor needed to complete the event.

(4) **Reference:** Lists the reference material to be covered during the event.

b. **Local Qualification Standard (LQS).**

(1) Knowledge: When applicable, a written test is given to grade the level of knowledge retained.
(2) Skills and Abilities: A demonstration through OJT and/or simulation that must be completed prior to position qualification. Previously completed position skills are required to be retained by the trainee. Completion of all skills and abilities does not necessarily mean the trainee is ready for qualification.

c. **Progression Benchmarks**: A list of tasks that the training team is required to perform at specific points in the training progression.

4-308 PERFORMANCE SKILL CHECK (Trainee)

a. Performance skill checks shall be used to:

(1) Compare the knowledge and skill levels of a trainee to those required for qualification.

(2) Identify those areas that require improvement to achieve qualification.

b. A performance skill check shall occur at 50%, 75% and 100% of the OJT Time Limit on each position for which the trainee is receiving OJT. In addition, performance skill checks may occur at any time, based on the recommendation of the training team.

c. Performance skill-check time does not count toward OJT hours.

d. Performance skill checks shall be performed by an SATCS or Branch Chief who maintains currency on the operational position. In the event the supervisor or chief is temporarily grounded or is not current due to temporary grounding, an OJTI shall be plugged in and responsible for the position during the performance skill check session.

e. Performance skill checks are permitted on consolidated positions only if training occurred on these consolidated positions.

f. The results of the performance skill check shall be documented on a Performance Evaluation (see Appendix G). The documentation shall include:

(1) A description of performance.

(2) Recommendations for performance improvement.

Section I **TRAINING PLAN**

TRAINING PLAN			
Trainee:		Date:	
Position:		Initial Training ☐	
SATCS:		Subsequent Training ☐	
OJT Start Date		25% Date	
Pre OJT Required		50% Date	
Simulation Required		75% Date	
		100% Date	
Objectives:			
Trainee		Signature/Date	
Primary OJTI		Signature/Date	
Secondary OJTI		Signature/Date	

Ensure a copy of this training plan is on file in the ATC Training Office.

Figure 4-3-2

(3) A recommendation for one of the following:

(a) Continuation of OJT.

(b) Skill enhancement training.

(c) Suspension of OJT.

(d) Qualification skill check.

g. After the performance skill check, the examiner shall consider:

(1) The trainee's performance during OJT.

(2) The performance demonstrated during the performance skill-check session.

(3) The recommendation(s) resulting from the performance skill-check session.

(4) Input from other training team members.

h. The examiner shall then take one of the following actions:

(1) Continuation of OJT. The trainee will continue OJT. It is anticipated that qualification will be attained within the OJT time limit or that additional days will be assigned.

(2) Skill Enhancement Training. Training (other than OJT) will be provided in order to improve performance. The type(s) of training to be provided shall be recommended by the training team. This training shall not count toward OJT hours.

(3) Suspension of OJT. If training is suspended as a result of a performance skill check, a CEB review shall be conducted.

(4) Conduct a qualification skill check.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.2.3.1.1

4-309 PERFORMANCE SKILL CHECK (Qualified)

a. Performance skill checks for qualified controllers are required each calendar year and whenever a controller does not meet currency requirements.

b. Performance skill checks shall be performed by an SATCS or Branch Chief who maintains currency on the operational position. All performance skill checks shall be documented on the handwritten position log.

c. For all annual and currency checks, a statement that the controller meets or fails to meet performance requirements shall be submitted.

REFERENCE
ATCFM, par 4-204
NAVAIR 00-80T-114, paragraph 6.2.3.1.2

4-310 SKILL ENHANCEMENT TRAINING (Trainee)

a. The purpose of skill enhancement training is to enable the trainee to return to OJT and perform at a level that will allow qualification within the assigned OJT hours.

b. Skill enhancement training may be used to:

(1) Improve knowledge level or skill performance.

(2) Develop skills that cannot be obtained in the operational environment (e.g., seasonal traffic).

c. This training shall not include OJT or count toward assigned OJT hours.

d. The trainee’s FWO/supervisor shall identify the need for skill enhancement training based on recommendations from the training team.

e. The training team shall recommend the type of training (e.g., CBI, simulation lab, classroom, position observation) to be provided.

f. The trainee's FWO/supervisor shall:

(1) Coordinate the use of training resources.

(2) Schedule the training.

(3) Document the plan in writing.

(4) Discuss the skill enhancement training with the trainee.

(5) Ensure that skill enhancement training is documented on Performance Evaluations.

4-311 QUALIFICATION SKILL CHECK

a. General. The trainee's application of the knowledge, skills and abilities required for qualification shall be assessed through a single qualification skill check session on an operational position. This may be supplemented by verbal questioning, simulation, or other methods. Qualification is permitted on consolidated positions only if recommendation for qualification occurred while these positions were consolidated. A qualification on consolidated positions qualifies the trainee on each of the individual operating positions involved.

b. Requirements. Any properly designated OJT Instructor can recommend a trainee for position qualification but the qualification skill check must not be given unless the Training Team either initiated or concurred with the recommendation. The only exception is upon completion of an OJT Time Limit or Additional OJT; in either case, a qualification skill check must be conducted. The qualification skill check shall be identified as a skill check prior to the session and shall not count toward OJT hours.

c. Process. Upon receipt of the recommendation, the appropriate branch chief will schedule and proctor the final examination. After successful completion of the exam, the branch chief will coordinate with the SATCS to schedule a Qualification Skill Check to be given by the branch chief (primary), the SATCS (alternate) or the CTO examiner (special).

d. Responsibilities. With the exception of a CTO examination, qualification skill checks shall be performed by a properly qualified Branch Chief or the trainee's SATCS who maintains currency on the operational position. In the event the branch chief or supervisor only maintains familiarity on an operational position, an OJTI shall be plugged in and responsible for the position during the qualification skill check. The qualification skill check shall be accomplished through direct monitoring of the position.

e. Documentation. The results of the qualification skill check shall be documented on Performance Evaluations. The documentation shall include:

(1) A description of performance.

(2) A recommendation for one of the following:

(a) Qualification.

(b) Continuation of OJT.

(c) Skill enhancement training.

(d) Suspension of OJT.

e. Considerations. After the qualification skill check, the trainee's examiner shall consider:

(1) The trainee's performance during OJT,

(2) The trainee's performance demonstrated during the qualification skill-check session,

(3) The recommendation(s) resulting from the qualification skill-check session, and

(4) Input from other training team members.

f. Outcome. The examiner shall then take one of the following actions:

(1) Qualification. For a qualification skill check to result in qualification, all applicable job subtasks must be rated as satisfactory or not

observed. If a job subtask is not observed during this session, the examiner must document that the trainee has demonstrated satisfactory performance/ knowledge for that job subtask verbally or through simulation or other methods. The position qualification shall be documented on a Performance Evaluation.

(2) Continuation of OJT.

(3) Skill enhancement training.

(4) Suspension of OJT.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.2.3.2

4-312 EXAMINERS

After successful completion of the written examination, the trainee shall receive a qualification skill check by the appropriate position or CTO examiner as listed below. The examiner will brief the trainee when the qualification skill check will take place. The FWO (GS-13) may request a branch chief to qualify personnel, as necessary. All Branch Chiefs and GS-13s are designated as position examiners.

POSITION	EXAMINER
GC/FD	Branch Chief or SATCS
LC	CTO Examiner
RADAR	Branch Chief or SATCS

NOTE
The crew SATCS must concur prior to CTO examination.

REFERENCE
NAVAIR 00-80T-114, Chapter 4

4-313 ADDITIONAL OJT

a. The ATCFO may authorize additional time for those trainees who did not qualify within the facility's maximum TTM but, in the opinion of the training team, can qualify within a specified additional time. The additional time shall not exceed the NATOPS maximum TTM limit for that position. If at any time the additional training days/approaches exceed the maximums listed in NATOPS, the ATCFO shall submit a request for additional hours to DC AVN (APX−25), via their Regional ATC T&R Office.

b. Upon the completion of additionally assigned OJT, a qualification skill check shall be conducted.

c. After the qualification skill check, additional OJT may be assigned as long as the total additional OJT does not exceed 20 percent. If the additional 20 percent has been used, the trainee's FWO shall take one of the following actions:

(1) Qualification, or

(2) Suspension of OJT.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.2.2.9

4-314 TAPE TALK PROGRAM

a. Purpose is to periodically review controller phraseology, voice quality and inter/intraphone procedures.

b. **For Trainees**. At a minimum, the primary instructor or FWO, along with the trainee, shall conduct an audio tape review of at least 20 minutes of the trainee's 50% Performance Skill Check. A record of all tape talks will be entered into the individuals ATC training jacket.

c. **Qualified Controllers**. The Radar and Tower Chiefs shall randomly review audio tapes for the purpose of periodically reviewing qualified controllers' phraseology, voice quality, and proficiency.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.2.2.7

4-315 OJT AND QUALIFICATION PROCESS FLOWCHART

A graphic representation of the OJT and qualification process in the form of a flowchart is presented in Figure 4-3-3.

4-316 GCA IFR TRAINING

Trainees nearing FC qualification or who have achieved a prior FC rating may be authorized to control aircraft conducting radar approaches to NKT by meeting all of the following:

a. Direct supervision of an OJTI.

b. When the NKT weather is officially reporting a ceiling no less than 500 feet and visibility at least one mile.

c. When a recommendation is made by the SATCS on a Performance Evaluation, the SATCS will insert the statement **"(Trainee's name) is recommended for GCA IFR training"** in Block 12 and forward the form to the Radar Chief.

d. The Radar Chief must concur with the recommendation of the SATCS prior to implementation. The Radar Chief shall sign the form with either of the following:

Concur - Signature
Disapproved - Signature

e. This "GCA IFR Training" recommendation will be retained in the trainee's MPR until FC qualification or termination of training.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.3.3.2.1

4-317 DESIGNATIONS

a. TS/RS - In order for a controller to be designated a TS/RS, the following shall be completed.

(1) Meet all requirements to be designated an OJT Instructor for all operating positions within the appropriate branch.

(2) Complete T&R Supplement.

(3) Receive recommendation from the FWO on a position evaluation.

b. FWO – In order for a controller to be designated a FWO, the following shall be completed.

(1) Complete all T&R events as described in the FWO T&R Supplement.

(2) Receive recommendation from the SATCS on a position evaluation.

REFERENCE
NAVAIR 00-80T-114, paragraph 8.1.2.2 and 9.1.2.2

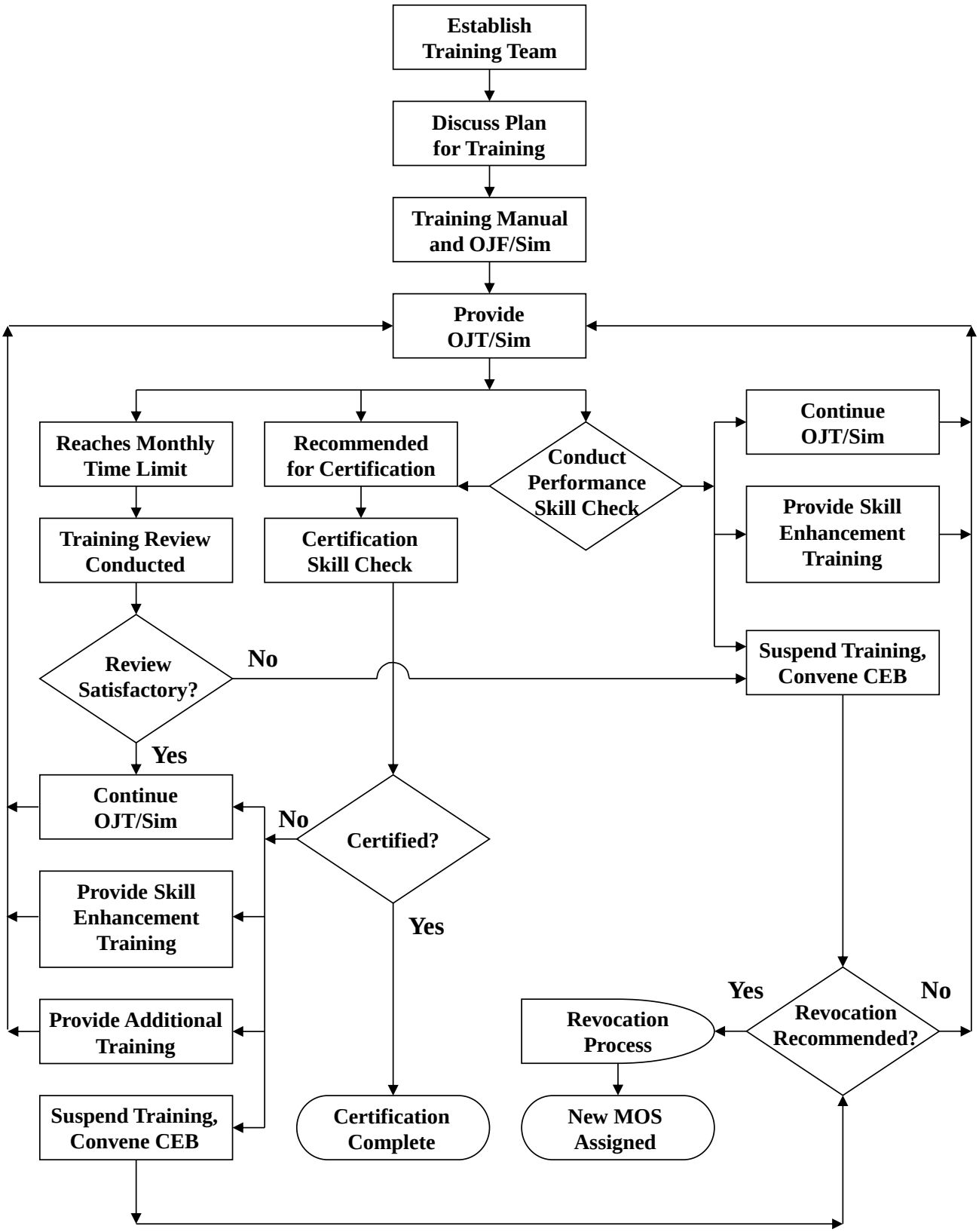
Establish Training Team
Discuss Plan for Training
Training Manual and OJF/Sim
Provide OJT/Sim
Reaches Monthly Time Limit
Recommended for Certification
Conduct Performance Skill Check
Continue OJT/Sim
Provide Skill Enhancement Training
Suspend Training, Convene CEB
Training Review Conducted
Certification Skill Check
Review Satisfactory?
No
Yes
Continue OJT/Sim
Certified?
No
Yes
Provide Skill Enhancement Training
Provide Additional Training
Suspend Training, Convene CEB
Certification Complete
Revocation Process
Yes
Revocation Recommended?
No
New MOS Assigned

Figure 4-3-3

Section 4. TRAINING AND READINESS

4-400 MACCS PERFORMANCE RECORD

a. A MACCS Performance Record (MPR) shall be prepared for each ATCS and will be maintained as a permanent part of the employee's training file. It shall be used to record the results and the completion of training requirements for each qualification course, proficiency training, and other agency-approved courses. Employment data as well as air traffic qualifications and ratings shall also be documented in the record.

b. For reporting purposes, the terms "student/developmental/trainee" apply to anyone receiving training at the specialist, instructor, or supervisory level.

c. The MPR is to be turned over to the Training Chief upon check in and should include a copy of the ATCS (pink card), annual physical, and AWT/CTO.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.5

4-401 LQS/LTG AND T&R EVENTS

All applicable T&R events for each operating position are listed in the facility T&R Supplements. Upon completion of a position qualification, the appropriate events will be entered into MSHARP.

4-402 COMBAT READINESS PERCENTAGE REPORTING

Reserved.

4-403 RESPONSIBILITIES

a. The Training Chief shall be responsible for initiating and maintaining the employee's Training Jacket.

b. Upon completion of a centralized training course, the organization providing the course shall provide to the facility a record of each specialist's performance and achievement for inclusion in the specialist's Training Jacket.

4-404 POSITION EVALUATIONS

A report shall be completed for all OJT sessions, classroom lectures, simulation scenarios, designation recommendations, skill checks or suspensions. The two forms used are described in paragraph 2-314. Specific instructions regarding completion of position evaluations are contained in Appendix G.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.4.1

4-405 DISPOSITION OF RECORDS AND REPORTS

a. Training documents may be disposed of after qualification on each position. Exception: Reports reflecting position qualifications, requalifications, designations and all annual skill checks shall be retained. Prior to these documents being disposed of, they should be offered to the employee.

b. In the event of a termination of employment due to a training failure, all training records, reports, training plans, etc., shall be retained at the facility as directed by ATC NATOPS.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.5.3

4-406 OPERATING INITIALS

All personnel checking in shall establish operating initials with the training support specialist. Requests for changing operating initials should be made to the Training Office.

Blank

Section 5. MOS PROGRESSION

4-500 GENERAL

The current progression of the ATC MOS has a Marine graduating from ATC school with a 7251 (ATC Trainee). Upon qualification on two operating positions within a branch, the Marine is awarded the MOS 7257 which replaces the 7251 as the primary. The primary MOS does not change until a Marine reaches the rank of Master Sergeant, at which time his/her primary MOS becomes 7291. Skill designators have been developed to further delineate the level of proficiency for each Marine and to manage his/her progression throughout a career.

The following skill designators have been established.

7252 – Tower Controller (Local Control)
7253 – Radar Controller (Arrival Control)
7254 – Approach Controller

REFERENCE
NAVMC DIR 3500.98 ATC T&R Directive
NAVAIR 00-80T-114, paragraph 6.5.5

4-501 NAVAIR 655

The requirements of MARADMIN 230/04 have been established in ATC NATOPS and is now referred to as "NAVAIR 655".

REFERENCE
NAVAIR 00-80T-114, paragraph 6.5.5

4-502 MOS MANUAL

Reserved.

4-503 NAVAIR 655 PROGRESSION

The ATC T&R Directive establishes the requirements for position qualifications through a series of specific events that detail the knowledge, skills and abilities needed to progress through the OJT process. It also establishes a timeline for Marines to progress through the MOS skill designators.

a. A Marine is required to complete qualifications for MOS 7257 within 12 months of graduation from ATC School.

b. A Marine is required to complete qualifications for one Skill Designator within 3 years of graduation from ATC School.

c. A Marine is required to complete qualifications for two Skill Designators within 9 years of graduation from ATC School.

d. A Marine is required to complete qualifications for all three Skill Designators within 12 years of graduation from ATC School.

Marines that cannot meet this timeline are to be processed for revocation of the 7257 MOS unless a waiver is approved by Headquarters Marine Corps.

4-504 T&R SUPPLEMENTS

This facility has developed its T&R Supplements to mirror the events prescribed in the ATC T&R Directive. The supplements cover the following events:

Supplement	Event
Orientation	ACAD-8500
	ACAD-8501
	ACAD-8502
	ACAD-8503
	ACAD-8504
	ACAD-8505
	ACAD-8506
	ACAD-8507
	ACAD-8508
	ACAD-8509
Tower Flight Data Ground Control	ACAD-8520
	ACAD-8521
	ACAD-8522
	ACAD-8523
	ACAD-8524
	ACAD-8525
	ACAD-8527
	ACAD-8528
	EQPT-2003
	EQPT-2004
	COMM-2206

Radar Flight Data Radar Final Control	ACAD-8520
	ACAD-8521
	ACAD-8522
	ACAD-8523
	ACAD-8532
	ACAD-8533
	ACAD-8534
	ACAD-8538
	EQPT-2018
	EQPT-2019
	COMM-2206
Tower Local Control	ACAD-8525
	ACAD-8526
	ACAD-8529
	ACAD-8530
	ACAD-8531
Approach Control	ACAD-8525
	ACAD-8526
	ACAD-8535
	ACAD-8536
	ACAD-8539
	ACAD-8540
Arrival/Departure Control	ACAD-8525
	ACAD-8526
	ACAD-8535
	ACAD-8536
	ACAD-8537
	ACAD-8539
	ACAD-8540
Basic Instructor	IUT-5000
	IUT-5010
	IUT-5020
Senior Instructor	IUT-5100
	IUT-5110
	IUT-5120
	IUT-5130
MACCS	ACPM-8000
	ACPM-8001
	ACPM-8002
	ACPM-8003
	ACPM-8004
	ACPM-8005
	ACPM-8006
	ACPM-8007
	ACPM-8008

ACE	ACPM-8020
	ACPM-8021
	ACPM-8022
	ACPM-8023
	ACPM-8024
	ACPM-8025
	ACPM-8026
	ACPM-8027
	ACPM-8028
THREAT	ACPM-8040
	ACPM-8041
	ACPM-8042
	ACPM-8043
	ACPM-8044
	ACPM-8045
MAGTF	ACPM-8060
	ACPM-8061
	ACPM-8062
	ACPM-8063
	ACPM-8064
	ACPM-8065
JOINT AIR OPERATIONS	ACPM-8080

All trainees* must complete the Basic Orientation Supplement prior to assignment to crew and progressing to any of the other supplements. This Basic Orientation satisfies the ATC NATOPS requirement for indoctrination. Each supplement also has specific OJF and simulator requirements that must be completed prior to beginning OJT.

*Controllers with previous position qualifications at MCAS Cherry Point will be evaluated on a case-by-case basis for supplement and OJT requirements.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.2.1

Section 6. WAIVERS AND REVOCATIONS

4-600 GENERAL

Reserved.

4-601 DOCUMENTS

Reserved.

4-602 REQUIREMENTS

Reserved.

4-603 CONTROLLER EVALUATION BOARD

a. The purpose of the Controller Evaluation Board (CEB) is to ensure that all opportunities for training success were realized while maintaining the integrity of the training program. CEBs shall be conducted when:

(1) Requested by the ATCFO, or

(2) A trainee has reached OJT time limits, to include additional time if granted, or

(3) A trainee has been recommended for revocation of MOS.

b. A CEB begins with a compilation of training records for the trainee in question. All documented training for classroom, OJF, OJT, Skill Checks and simulation are analyzed by the Training Branch. A CEB is convened in order to determine the disposition of the trainee.

c. The composition of the CEB is at the discretion of the ATCFO.

d. The ATCFO and/or training team members may be asked to provide information during the CEB, but shall not be part of the CEB.

e. At the completion of the CEB, a recommendation is forwarded to the ATCFO. The recommendations shall include either (1) or (2) below:

(1) Continuation of training, which may include:

(a) Reassignment to a new training team/crew,

(b) Assignment of skill enhancement training,

(c) Assignment of a new amount of OJT time, and/or

(d) Other actions that would help the individual to qualify.

(2) Discontinuation of training.

f. The ATCFO shall consider the recommendation resulting from the CEB in making a final determination for continuation or discontinuation of training for the trainee.

g. The results of this training review process shall be communicated to the trainee as soon as possible, and in no case shall the training review process exceed 30 days from the date of suspension of OJT.

4-604 SUSPENSION OF TRAINING

The suspension of training on any position will be handled on a case-by-case basis. A copy of the suspension letter shall be retained in the MPR.

a. Reasons for suspension of training that require a CEB.

(1) Unsatisfactory progress - The FWO and other instructors involved recommend suspension of training on an individual due to performance and progress.

(2) Trainees who cannot qualify within the target hours and in the opinion of the training team, cannot qualify with additional hours.

(3) Trainees who have not qualified within the target hours and additional hours.

b. Reasons for suspension of training that do not require a CEB.

(1) Anticipated transfer - An individual is in receipt of orders or has made the decision to separate from the Marine Corps.

(2) Trainee assigned to an excessive number of positions - The FWO may decide that satisfactory training will not be afforded on a particular position due to the concentration of effort elsewhere.

(3) Excessive number of trainees assigned to one position - The FWO may temporarily suspend training due to a backlog or shift in personnel assignments to a particular position.

(4) No training accomplished for a period of 30 days - The FWO should suspend training due to the scheduled absence of a trainee in excess of 30 days or if circumstances cause the trainee to have no opportunity to train.

(5) Personal or medical problems that preclude the continuation of effective training.

4-605 DISCONTINUATION OF TRAINING

Marine Corps policy and guidance for discontinuation of training and revocation can be found in ATC NATOPS. These procedures are administrative in nature and are not considered disciplinary action, although, cases that require disciplinary or other administrative action may be taken concurrently. DOD civilian policy and guidance can be found in the appropriate MOU.

REFERENCE
NAVAIR 00-80T-114, paragraph 4.7
MOU

Section 7. SIMULATORS

4-700 GENERAL

The addition of simulators into the ATC training program has improved our ability to reduce the number of training days for several of our operating positions. It has also increased our ability to maintain currency on Radar Final Control. The simulators are no longer an optional tool for discretionary use. They have become a mandated fixture of our complete training program. It is incumbent upon us that we use, maintain, develop and improve upon these systems continuously.

4-701 IPART

The 15G33A Improved PAR Trainer (IPART) provides individual proficiency training capability to enhance PAR controller skills. Skill objectives are achieved through simulation of normal and abnormal PAR operations.

4-702 AT COACH (STARS)

The AT Coach is a menu driven radar traffic simulator that is built into the scopes on each operating position. It provides effective simulation of APE, APW, AR and ASR approaches.

4-703 TOWER SIMULATOR

a. The tower simulator is a virtual traffic simulator that is located separate from the control tower. It effectively simulates the LC and GC positions but is limited in the simulation of FD.

b. A secondary tower simulator in the form of a miniature airfield can be used in the classroom for LC and GC positions.

4-704 SIMULATOR POSITION LOGS

Procedures for completing position logs for simulation are included in Appendix E.

4-705 SIMULATOR TRAINING REQUIREMENTS

Marine Corps directives have mandated that simulation represent 20% of each operating position training. The purpose of this requirement is to enhance each trainee's exposure to diverse traffic volume and complexity and to increase the opportunity of success for each trainee. Some simulation may be required prior to the trainee beginning OJT.

REFERENCE
NAVAIR 00-80T-114, paragraph 6.2.2.4.1

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Chapter 5. CONTROL TOWER OPERATIONS

Section 1. GENERAL

5-100 GENERAL

a. MCAS Cherry Point (Figure 5-1-1) is located 34º54.2'N 76º52.9'W and is designated a Class D Surface Area which is a 5 nautical mile radius from the geographical center of the airport, from the surface up to and including 2500 feet above the elevation of the airport. Numerous water towers are not lighted in the Southwest through Northwest quadrant of the CDSA. SVFR reporting points for SAR helicopters are listed in the current edition of the AOM Chapter 6. Landmarks located within ten (10) miles of the airport are the Great Lakes (WSW), Neuse River (NW-NE), Highway 70 (Four lane, West), Highway 101 (Two lane, S-E), and the railroad tracks connecting NKT and NCA. The two airports in the CDSA are Hickory Hill (62NC) Northwest of NKT, and Dogwood Farms West Southwest of NKT. Just outside of the CDSA at 6.5 miles East Southeast of NKT is the Spud airport and at 7 miles South Southwest is the Circle P airport.

b. Runways 32L and 23R end at the centermat for landing runway purposes. The runway distances for landing and departing at intersections are detailed in Figures 5-1-2 through 5-1-5.

5-101 TOWER TRAFFIC COUNT

The Associate Local Control (CCL) is responsible for the statistical data for each operation within the CDSA via the ATAA.

REFERENCE
ATCFM, paragraph 2-303
NAVAIR 00-80T-114, paragraph 3.10.1.3.1.a.

5-102 OBSTRUCTIONS WITHIN CDSA

The obstructions located within the NKT Class D Surface Area are listed in Figure 5-1-6.

5-103 FOD WALKS

FOD walks are published by message and are normally scheduled every other Monday. If a holiday is on Monday or there is inclement weather, the FOD walk is rescheduled to the following Wednesday. As FOD walk schedules are published, copies will be placed on the tower and radar supervisors' board.

5-104 FOD AND HELICOPTERS

Due to the maneuverability of helicopters, they are controlled to ATC's advantage in regards to arriving/departing via runways, helipads (Tower/NADEP), taxiways, warm-up areas, and harrier pads. Because of the helicopters' characteristics, ATC is more prone to instruct them to fly over those areas that may generate Foreign Object Damage (FOD) migration onto airfield movement areas. Good judgement shall be exercised by ATC with regard to the movement of helicopters on the airfield to reduce this potential. The following actions apply.

a. Do not issue instructions that require helicopters to overfly any airfield construction sites.

b. Instruct helicopters to transit to/from parking via hard surface areas. Avoid overflying grass areas/fuel pits, and ground taxi (applicable type aircraft) in the vicinity of parked/taxiing aircraft.

c. <u>H-47, H-53, H-54 and V-22:</u> These are heavy lift helicopters that, while airborne, generate excessively high rotor down wash and are to be handled differently. Therefore, instruct these helicopters to arrive/depart via runways, harrier pads, NADEP pad, centermat, or warm-up areas, and ground taxi to their destination.

d. Use of the following VTL pads by rotary-wing or tilt-rotor aircraft is prohibited, except in case of emergency.

(1) VTL2 (northeast pad)

(2) VTL3 (southeast pad)

(3) VTL4 (south pad)

e. Use of VTL1 (north pad) by rotory-wing or tilt-rotor aircraft is authorized.

f. In the event a sweeper vehicle is needed for FOD removal, contact the ODO at 466-2233 or intercom 13.

NOTE
Helicopters with wheels, when transiting to/from the runway, centermat or warm-up area, shall ground (all wheels on the ground) taxi. Helicopters with skids, when transiting to/from the runway, centermat or warm-up area, may hover taxi.

5-105 FOD SWEEPERS

The ODO is the point of contact regarding the airfield sweepers. Assignments to the sweepers are under the ODO's purview. Except for an emergency situation, the ODO will coordinate and advise ATC where the sweepers are to sweep. ATC shall take the following action:

a. Any requests for a sweeper shall be directed to the ODO.

b. ATC will direct the sweepers as directed by the ODO.

c. Avoid those areas reported with FOD until the ODO reports them clear.

Regardless of what type of FOD was reported, AirOps wants to observe the FOD before it is removed in order to make a determination of its origin. These procedures allow for AirOps to inspect the area before the sweepers remove the FOD.

5-106 TOWER WATCH CHECKLIST

Each watch (Day, Eve, Mid), the oncoming TS shall ensure that the following checks are completed during the conduct of the watch and that the entry "WCLC" is made to the supervisor's log with any discrepancies not previously noted in the log.

All Position Consoles
All Radios, including Departure Override, ECS and Handheld FM.
TDW
ALDIS Lamps
Lighting Panel
Clocks
Wind Indicators
Weather Monitor
FDIO
ATIS
VISCOM
Binoculars
Status Board Accuracy
Pass Down Log
PAR Bailout Alarm
VIDS

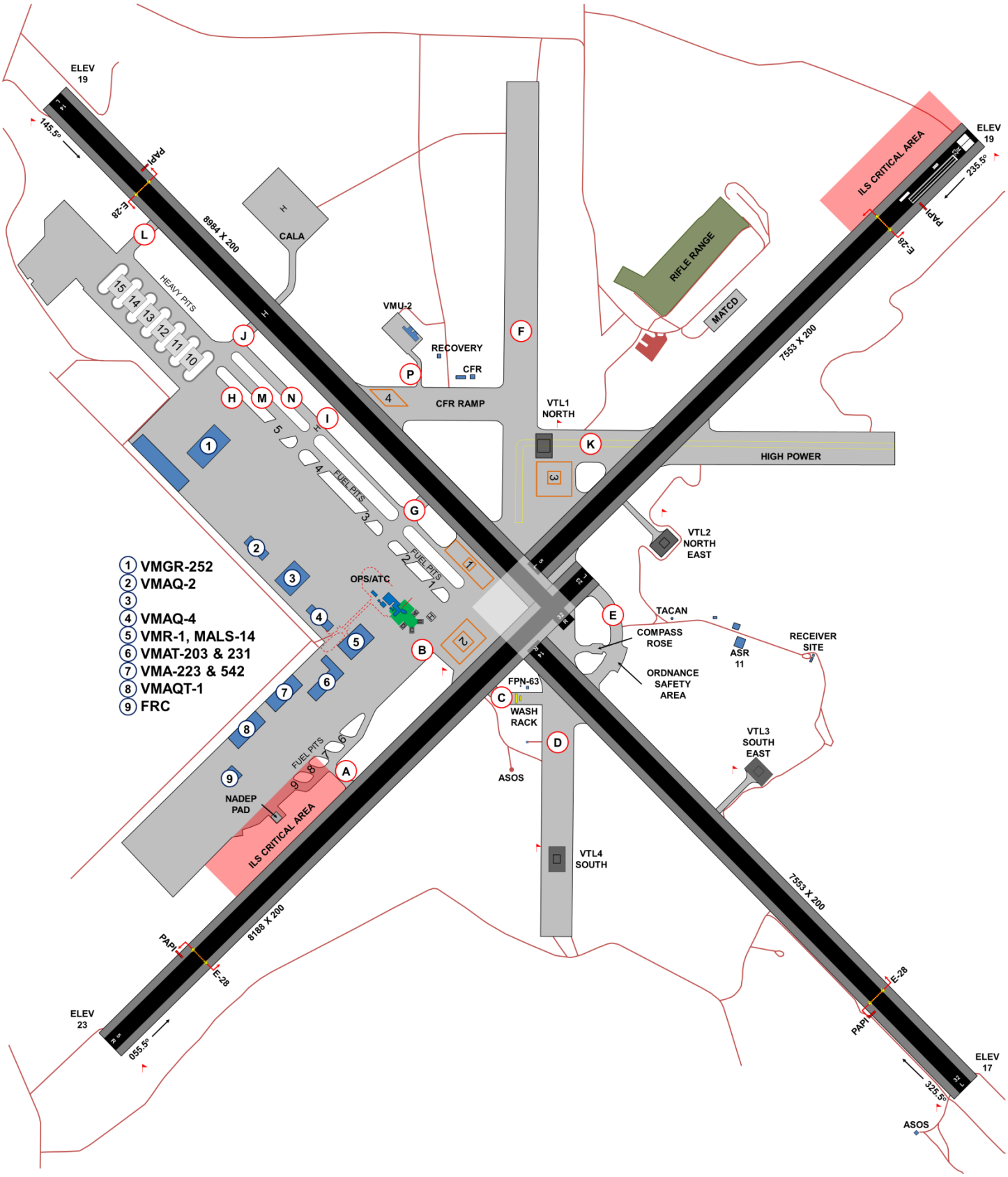
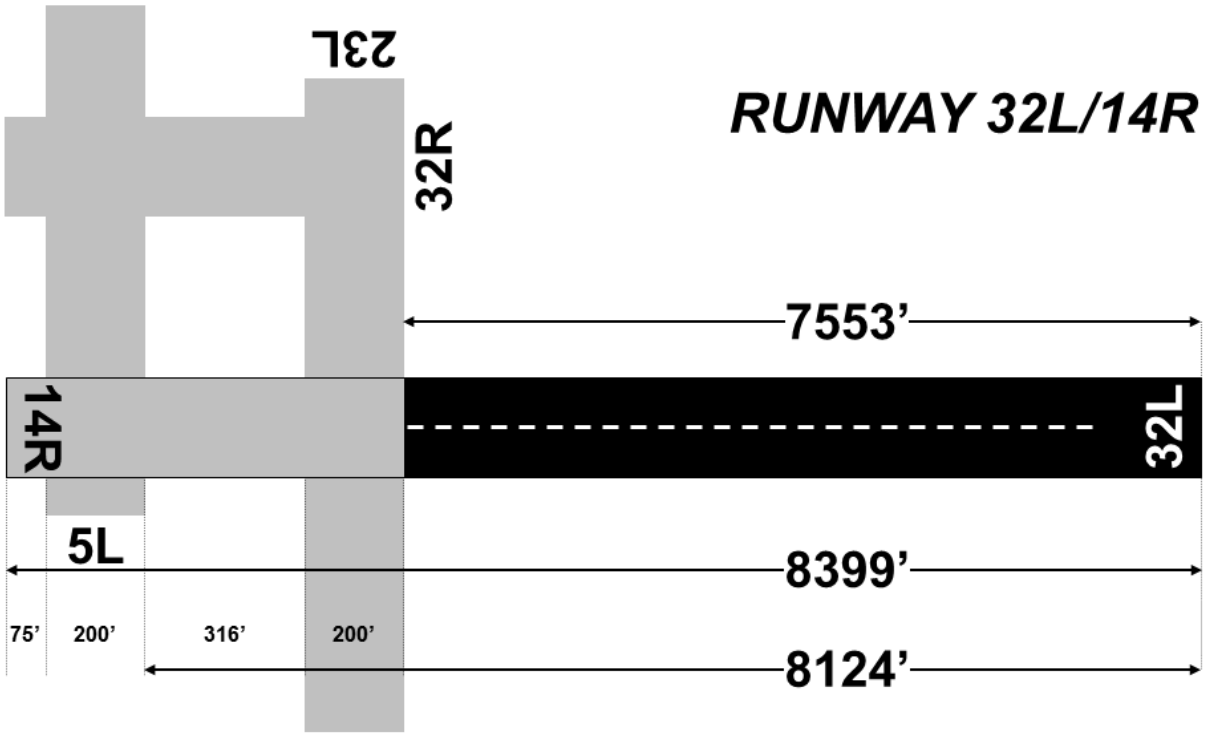

ELEV 19
145.5°
PAPI
E-28
8984 X 200
CALA
HEAVY PITS
15
14
13
12
11
10
J
L
H
M
N
I
1
2
3
4
5
6
7
8
9
FUEL PITS
OPS/ATC
VMU-2
RECOVERY
CFR
P
F
CFR RAMP
VTL1 NORTH
K
HIGH POWER
RIFLE RANGE
MATCD
ILS CRITICAL AREA
ELEV 19
235.5°
7553 X 200
VTL2 NORTH EAST
G
A
B
C
D
E
TACAN
COMPASS ROSE
RECEIVER SITE
ASR 11
ORDNANCE SAFETY AREA
FPN-63
WASH RACK
ASOS
VTL3 SOUTH EAST
NADEP PAD
VTL4 SOUTH
8188 X 200
ELEV 23
055.5°
ELEV 17
325.5°
1 VMGR-252
2 VMAQ-2
3
4 VMAQ-4
5 VMR-1, MALS-14
6 VMAT-203 & 231
7 VMA-223 & 542
8 VMAQT-1
9 FRC

Figure 5-1-1



When departing Runway 14R, the runway length is 8399'
When landing Runway 32L, the runway length is 7553'

Figure 5-1-2

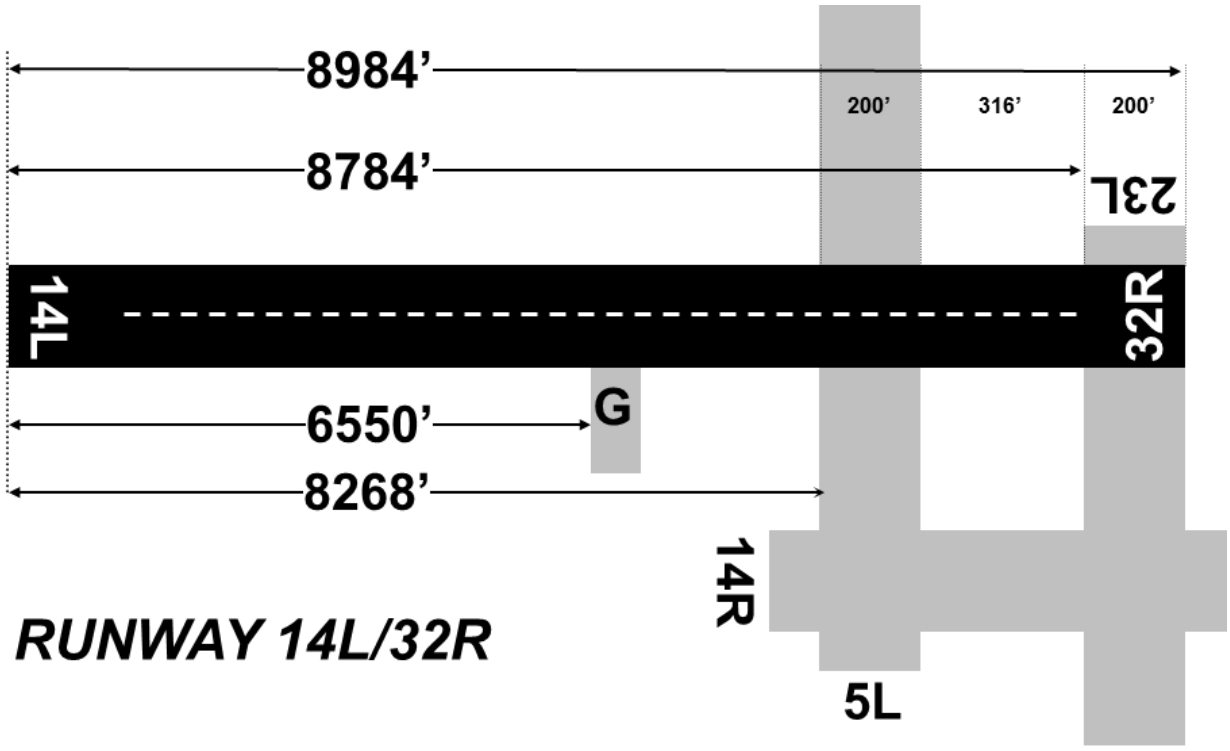
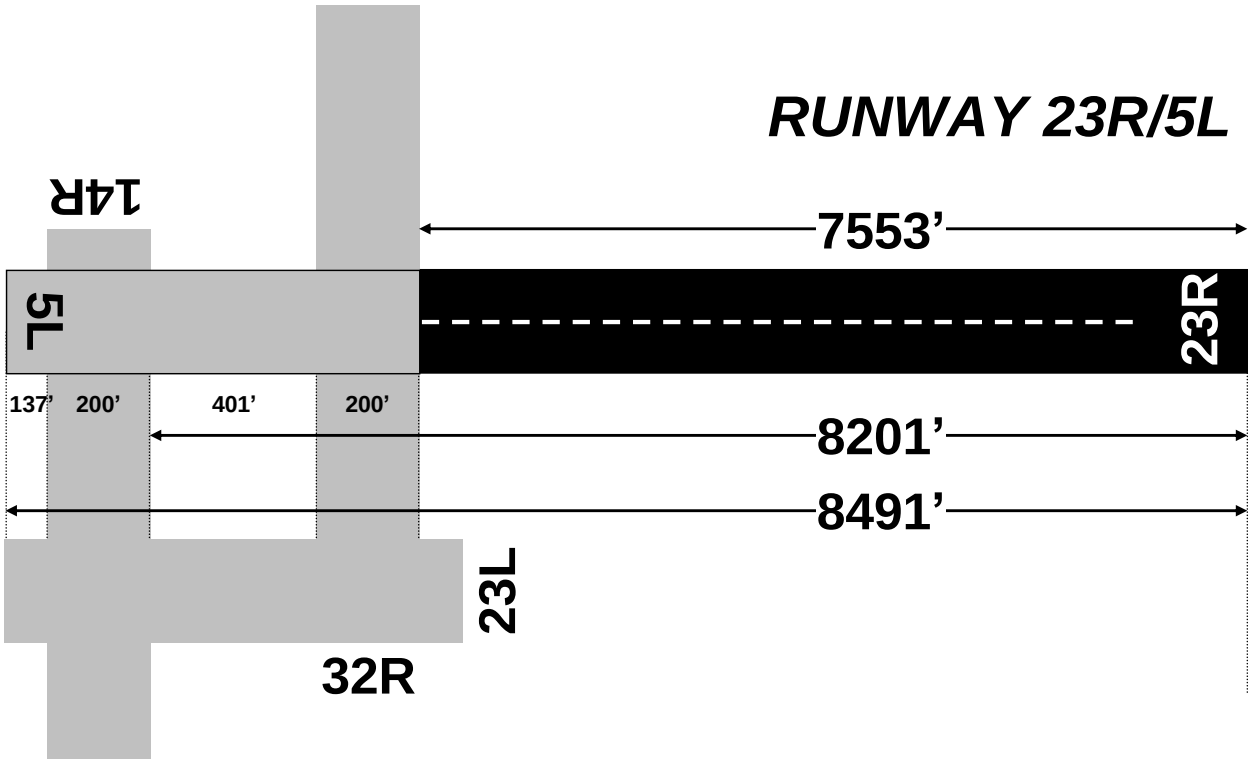


Figure 5-1-3



When departing Runway 5L, the runway length is 8491’
When landing Runway 23R, the runway length is 7553’

Figure 5-1-4

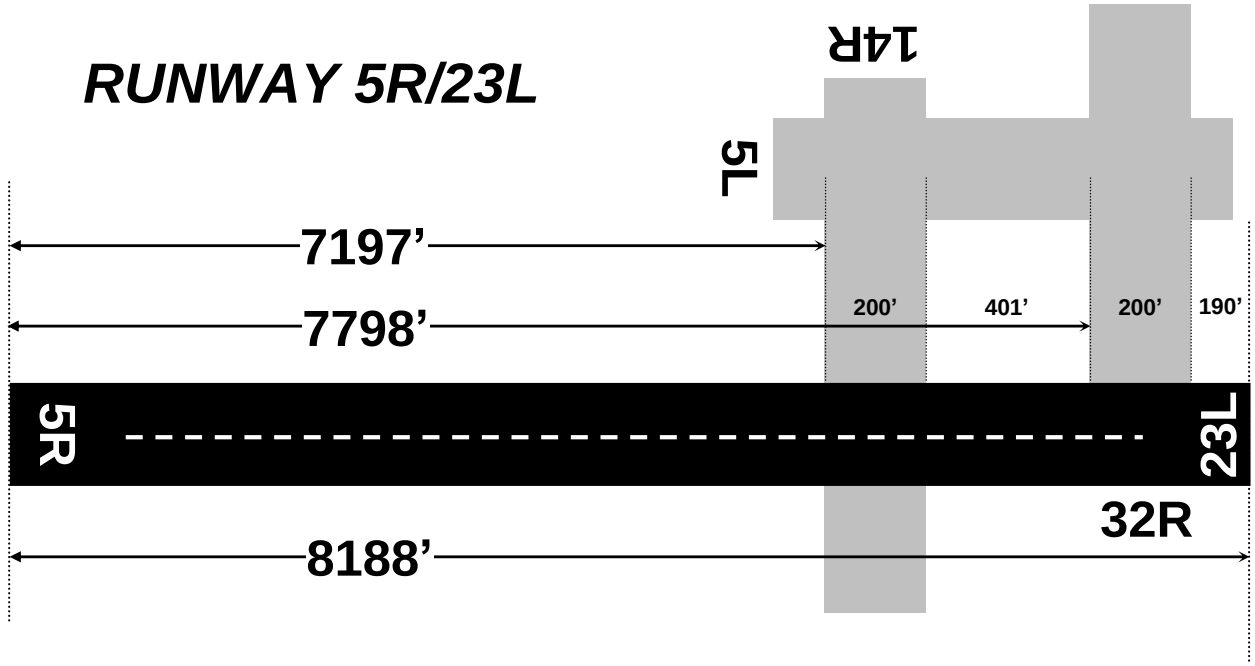


Figure 5-1-5

OBSTRUCTION	DIRECTION	DISTANCE	HEIGHT
Water Tower	S	1.4	184
Cell Tower	SSW	2.5	220
Water Tower	WSW	2.5NM	173
Water Tower	WSW	1.0NM	157
Water Tower	WSW	.75NM	151
Water Tower	W	.5NM	146
Radar Tower	W	500FT	109
Control Tower			102
Microwave Tower	247R NKT TACAN	1.5NM	212
Radio Tower	295R NKT TACAN	3.5NM	217
Tower	WSW	4.5NM	275

Figure 5-1-6

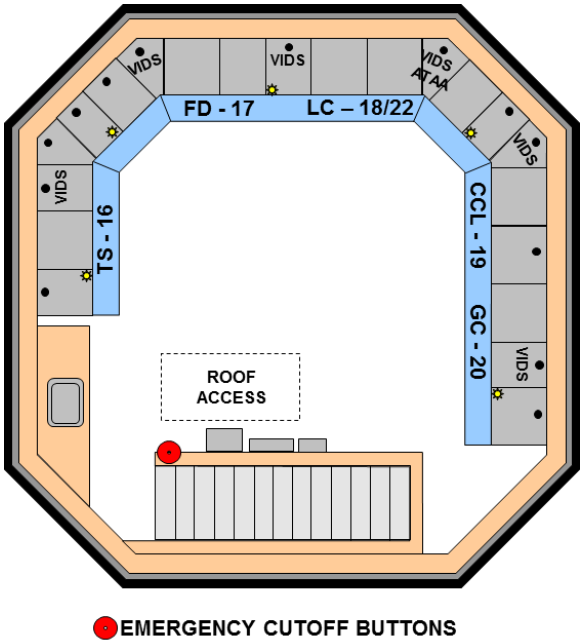
Section 2. OPERATING POSITIONS

5-200 CONTROL TOWER TEAM POSITIONS

a. The responsibilities of each position in the tower have been developed using the Team Concept and Intent.

REFERENCE
FAA JO 7110.65, paragraph 2-10-3

b. Control tower team positions are shown below.



5-201 TOWER SUPERVISOR

The TS responsibilities are established by ATC NATOPS to include the following.

a. Complete an equipment checklist upon assuming each watch. See paragraph 5-106.

b. The TS is primarily responsible for determining which runway is designated as active. When there is a duty runway change, the TS shall inform Airfield Operations (ODO during non-working hours), Flight Clearance, and Weather.

c. Ensure that the switch on the FDIO printer is shut off before leaving the tower during scheduled field closures.

d. When it is necessary to combine TS with LC, a trainee shall not be assigned to LC for OJT.

REFERENCE
NAVAIR 00-80T-114, paragraph 8.1.2.2

5-202 LOCAL CONTROL

Duties and responsibilities for the LC position are established in ATC NATOPS and local directives.

REFERENCE
NAVAIR 00-80T-114, paragraph 8.1.3.1

5-203 ASSOCIATE LOCAL CONTROL

The CCL position description is derived from FAA JO 7110.65 and is responsible for the following duties and those established in local directives.

a. Ensure separation.

b. Operate interphones.

c. Maintain awareness of Tower Cab activities.

d. Utilize tower radar display.

e. Assist LC by accepting/ initiating coordination for the continued smooth operation of the Tower Cab and ensure that the Tower positions are made immediately aware of any actions taken.

f. Manage flight plan information.

g. Ensure strip marking is completed for instructions issued or received and enter instructions issued or received by a Tower Position.

h. Insert airport operations into the ATAA. The midwatch shall print out the totals for the previous day's operations and turn it in with the tower logs.

REFERENCE
FAA JO 7110.65, paragraph 2-10-3, c.2.

5-204 GROUND CONTROL

Duties and responsibilities for GC are established in ATC NATOPS, local directives and the following.

Ensure the PAPI lights are turned on for all runways when the field is open.

NOTE
The PAPI lights do not coincide with the precision approach radar on runways 5R, 14L and 32L.

REFERENCE
NAVAIR 00-80T-114, paragraph 8.1.3.2

5-205 TOWER FLIGHT DATA

Duties and responsibilities for FD are established in ATC NATOPS, local directives and the following.

a. Call ZDC for clearances when the FDIO is out of service.

b. Relay flight plans to RD when appropriate.

c. Enter Departure Messages (DM) in the FDIO for IFR/VFR departures when RATCF DAIR is out of service.

d. Coordinate with appropriate facilities for tower enroute control clearances when the FDIO is out of service.

e. Disseminate weather information to the appropriate sectors and facilities.

f. Issue to flights requesting "NON-STANDARD FORMATION (number) MILES IN TRAIL", a nondiscrete beacon code for the last aircraft in the flight, and coordinate as appropriate.

EXAMPLE
Lead aircraft is squawking 5735, issue to flight ***"Last aircraft in flight squawk 5700"***

NOTE
The Flight Planning Branch must put in remarks NSF2MIT which should be updated in the AOM in the next change to indicate NONSTANDARD FORMATION TWO MILES IN TRAIL.

REFERENCE
NAVAIR 00-80T-114, paragraph 8.1.3.4 and 8.1.3.3
FAA JO 7110.65, paragraph 2-10-3

g. Activate the Crash Circuit Alpha.

h. Pass to Flight Clearance, all IFR and VFR times for departures and arrivals.

i. Notify VAL on the NKT5 line or radio of all inbound transient aircraft. Notification should be conducted when the aircraft is between 2-10 miles from the airfield.

j. Notify crash crew and flight clearance of the ETA of all AIREVAC aircraft when the information is received on the FDIO.

k. Ensure that the appropriate BASH information is broadcast on the ATIS.

l. Aircraft requesting VFR flight following or clearance to NJM from NKT will be manual copies. FD will assign one of its delegated codes.

m. Maintain the airfield status board and ATIS board. Using a black grease pencil, circle the appropriate status next to the equipment. NOTAMs and other pertinent data shall be written on the board, as necessary.

n. Update and monitor broadcasts and disseminate current messages on the ATIS.

Section 3. AIRFIELD INFORMATION

5-300 GENERAL

Reserved.

5-301 MOVEMENT AREAS

a. Issue, by radio or directional light signals, specific approval or disapproval for the movement of aircraft, vehicles, equipment, or personnel on the movement area. Vehicles and aircraft are not allowed on the movement areas without prior tower approval except for the following:

(1) Fuels Division and VAL vehicles may transit "Hotel" and "Bravo" taxiways when proceeding to and from the fuel pits and APOE without authorization from GC. This is due to the high volume of vehicle traffic transiting to and from the aircraft parking aprons and the fuel pits.

(2) VAL vehicles are authorized to proceed as required by their mission, without radio communication with ATC, between VAL, Pits 1-3, tactical transient aircraft parking, Helo Pad, and helo spots A-D.

NOTE
VAL vehicles will require authorization from GC to provide escort services for transient aircraft or vehicles/GSE while operating on "Hotel" and "Bravo" taxiways.

b. Entry to the ILS critical areas as depicted in figure 5-1-1 will only be approved with prior coordination from the ground controller. When weather conditions are below 800/2 and the ILS approach is in use, the critical areas are unusable.

REFERENCE
FAA JO 7110.65, paragraph 3-7-1

5-302 VTL PAD OPERATIONS

a. The AOM states "AV-8s, to the maximum extent possible, shall conform to the normal jet traffic patterns for the runway in use when approaching or departing the pads." In order to provide the most effective and efficient service to the customer and flexibility to the controller, right or left traffic may be utilized to the pads at pilot request or controller discretion.

b. The intent is not to employ this flexibility arbitrarily when it is not necessary or has not been requested by the pilot.

c. When employing a pattern which is contrary to the normal jet pattern, attempt to have the harriers remain within the airport boundary (within the ends of the runways).

d. **Contact Approach**. CCL shall advise RAA when a contact approach to a pad has landed.

REFERENCE
AOM, paragraph 3011.2.b. and 3010.7.
ATCFM, paragraph 6-302

5-303 COMBAT AIRCRAFT LOADING AREA

AirOps will notify ATC via the Airfield Activities when the CALA is in use. The FWO will inform the TS of scheduled CALA operations. ATC will avoid aircraft activity in and around the CALA by aircraft not associated with CALA operations when it is in use. Due to electromagnetic hazards, radio transmissions in the area should be kept to a minimum.

5-304 CENTERLINE REFLECTORS

a. The centerline reflectors for our RADAR systems are located in the vicinity of the runway threshold. In the past, the centerline reflectors have been actually hit by aircraft. Personnel working in the vicinity of landing threshold shall be considered in the active area of the runway. Landing aircraft over the top of personnel working on the reflectors is not a safe operation.

b. ATC Maintenance will only perform repairs to centerline reflectors to runways that are designated an off duty runway.

c. If the tower requires an aircraft to land (full stop) or depart an off duty while maintenance is being conducted on the centerline reflectors, the

maintenance personnel shall be clear of the runway so they are outside of the runway extended edges.

d. Should a practice approach be made to an off duty runway while the centerline reflectors are being worked on, the aircraft shall be cleared for a restricted low approach in accordance with FAA JO 7110.65 and personnel on the deck shall be notified.

REFERENCE
FAA JO 7110.65, paragraph 3-10-10

Section 4. ATC PROCEDURES

5-400 GENERAL

Specific references contained as an appendix, the Airfield Operations Manual and publications/ instructions available in the facility library form the basis for procedural application in this section. All controllers must be thoroughly familiar with the specific reference material to fully understand the procedural application.

5-401 PATTERNS

Reserved.

5-402 AOM TOPICS

The following topics can be found in the Airfield Operations Manual.

a. AV-8 Demonstrations

b. AV-8 Harrier Operations

c. Runway Selection

d. Traffic Patterns

e. Procedural Waivers

f. Long and Short Positions

g. Noise Abatement

h. Local Terms

i. NADEP Pad Operations

j. Quiet Hours

k. Jog Procedures

l. NAVAID Check Points

m. Helicopter Operations

n. Arm/dearm Procedures

o. Ordnance

p. Jettisoning Fuel and Ordnance

q. Planned Ejection Area

r. Light Gun Signals

s. Field Carrier Landing Practice

t. VSTOL Road Operations

u. Rolling Vertical Landing South Pad

v. Familiarization Flights

w. Distinguished Visitors

x. Closed Field Operations.

y. MAG 14 Training Routes.

REFERENCE
AOM

5-403 APPLICATION OF VISUAL SEPARATION

a. Cherry Point Tower is a non-approach control tower and is authorized to provide visual separation between aircraft within the Class D surface area provided other separation is assured before and after the application of visual separation. This may be applied by the tower or by a pilot visually observing another aircraft and being instructed to maintain visual separation with that aircraft.

REFERENCE
FAA JO 7110.65, paragraph 7-2-1

b. When the local controller cannot provide visual separation between two departures or a departure and a full stop arrival, he/she shall advise the departure controller when requesting release. When requesting release of an IFR departure, the tower shall state the departure runway when the aircraft will be departing other than the duty runway.

PHRASEOLOGY
"Request release runway 32R, *(call sign)"*

"Request release runway 23L, *(call sign),* ***Unable Visual Separation with*** *(traffic)"*

5-404 STANDARD IFR DEPARTURE CLIMB-OUT

Issue the following standard departure headings and altitudes when issuing clearances to departing IFR aircraft.

Runway	Heading	Initial Alt
32R	TL 290/ TR 350	5000
14R	Rwy Heading	5000
23L	Rwy Heading	5000
5L	Rwy Heading	5000

NOTE
Initial departure heading of aircraft is dependent on the aircraft's initial route of flight. For example; if an aircraft is departing runway 32R and the first enroute fix is east of the NKT 320 radial, a 350 heading will be assigned.

NOTE
When APE or AR issues a turn to a departing aircraft on runway heading, that turn will be 15^{o} or more.

CAUTION
When departing an off duty runway, the tower and/or radar pattern (downwind) must be considered.

REFERENCE
ATCFM, paragraph 6-101 and 6-315
FAA JO 7110.65, paragraph 5-8-3

5-405 LOCAL IFR CLEARANCES

Local clearances have been established at NKT to standardize the clearance limits and requested altitudes for the following.

NOTE
There is no longer a requirement to call flight clearance with departure and arrival time for aircraft on local IFR clearances.

a. GCA - "(call sign) **cleared to TARHL. After departure runway** (rwy)**, fly runway heading, maintain 1600. Departure frequency will be 268.7, squawk** (code)."

b. TACAN RWY 32L - "(call sign) **cleared to TARHL. After departure runway** (rwy)**,** (heading)**, maintain 1600. Departure frequency will be 268.7, squawk** (code)."

c. Neuse Area - "(call sign) **cleared to KIYEK via Neuse Area direct, after departure runway** (rwy), (heading)**, maintain 5000. Expect 17,000 one zero minutes after departure. Contact cherry point approach one zero minutes prior to expected exit time of** (time). **Departure frequency will be 268.7, squawk** (code)."

REFERENCE
ASO 3570.2, Appendix D
FAA JO 7110.65, Chapter 6

d. VFR-ON-TOP - "(call sign) **cleared to KIYEK, after departure runway** (rwy), (heading)**, maintain 5000. Expect 15,000 one zero minutes after departure. Contact cherry point approach five minutes prior to expected recovery time of** (time)**. Departure frequency will be 268.7, squawk** (code)."

Once the aircraft reaches VFR-ON-TOP, reclear the aircraft to maintain VFR-ON-TOP in Alert Area 530 and VFR elsewhere.

NOTE
A VFR-ON-TOP clearance is an IFR clearance. VFR-ON-TOP authorization can only be authorized within airspace which is controlled by the facility issuing the VFR-ON-TOP clearance, unless otherwise coordinated. For an aircraft to proceed on top of a cloud layer outside the airspace authorized for VFR-ON-TOP flight, the aircraft must proceed VFR.

PHRASEOLOGY
"(call sign) ***maintain VFR conditions on top in alert area 530, VFR conditions elsewhere, contact approach control five minutes prior to your expected recovery time of*** (time)."

REFERENCE
FAA JO 7110.65, Chapter 7, Section 3

e. HI TACAN Z - "(call sign) **cleared to KIYEK. After departure runway** (rwy), (heading)**,**

maintain 5000, expect 15,000 one zero minutes after departure. Departure frequency will be 268.7, squawk (code)."

f. HI TACAN Y - "(call sign) **cleared to LKOUT. After departure runway** (rwy), (heading)**, maintain 5000, expect 13,000 one zero minutes after departure. Departure frequency will be 268.7, squawk** (code)."

g. RNAV RWY 23R - "(call sign) **cleared to SAPLE. After departure runway** (rwy)**,** (heading)**, maintain 1600. Departure frequency will be 268.7, squawk** (code)."

h. ILS – "(call sign) **cleared to GRAVY. After departure runway** (rwy), (heading)**, maintain 1600. Departure frequency will be 268.7/124.1, squawk** (code)."

i. COPTER TACAN 23R – "(call sign) **cleared to HOMUS. After departure runway** (rwy), (heading)**, maintain 1600. Departure frequency will be 268.7/124.1, squawk** (code)."

j. HI-TACAN 14L – "(call sign) **cleared to MADAC. After departure runway** (rwy), (heading)**, maintain 5000, expect 11,000 one zero minutes after departure. Departure frequency will be 268.7, squawk** (code)."

k. TACAN RWY 5R – "(call sign) **cleared to JULTO. After departure runway** (rwy), (heading)**, maintain 1600. Departure frequency will be 268.7, squawk** (code)."

l. TACAN RWY 14L – "(call sign) **cleared to KIYEK. After departure runway** (rwy), (heading)**, maintain 3000. Departure frequency will be 268.7, squawk** (code)."

REFERENCE
FAA JO 7110.65, Chap 6 and paragraph 4-2-1
Letters of Agreement
Facility Manual, paragraph 6-330

m. Department of Defense Form 175 (DD-175) will be used for other than local flights. The only flight plan the tower is authorized to initiate are local flights on the daily flight schedule conducting operations in the local flying area unless otherwise instructed to do so by flight planning.

n. Flight planning is responsible for entering all flight plans for non-tenant aircraft. All non-tenant aircraft calling the tower for their clearance for which there is no flight plan on file shall be instructed to contact flight planning.

o. The tower may provide an aircraft on the daily flight schedule a flight plan to MCAS New River. Termination of the flight shall be closed out by direct station-to-station communication. Upon departure, FD shall call NCA tower with a "local flight departure". Provide callsign, type and ETA. This flight progress strip shall be placed in the FD inactive bay until NCA calls with the down time. If the down time has not been received within fifteen minutes of the ETA, FD shall call NCA tower for the downtime and write the NCA controllers operating initials in block 14.

5-406 SPECIAL VFR PRESS-UP

Provided visual separation can be applied with other SVFR/IFR aircraft, local SVFR Press-up operations are authorized on the harrier pads without coordination with the radar branch. In the event that visual separation cannot be provided, the SVFR press-up shall be cancelled.

PHRASEOLOGY
"Local Special V-F-R operations in the immediate vicinity of (_____ pad) ***are authorized until*** (time)***, maintain Special V-F-R."***

NOTE
All other SVFR requests shall be coordinated with the appropriate radar sector(s)

5-407 VFR ON TOP

a. A pilot on an IFR flight plan operating in VFR weather conditions, may request VFR-ON-TOP in lieu of an assigned altitude. This would permit the pilot to select an altitude of his/her choice (subject to any ATC restrictions).

b. Pilots desiring to climb through a cloud, haze, smoke, or other meteorological formation and then either cancel their IFR flight plan or operate

VFR-ON-TOP may request a climb to VFR-ON-TOP. The ATC authorization shall contain either a top report or a statement that no top report is available, and a request to report reaching VFR-ON-TOP. Additionally, the ATC authorization may contain a clearance limit, routing and an alternative clearance if VFR-ON-TOP is not reached by a specified altitude.

c. Separation will be provided between all aircraft operating on IFR flight plans except during that part of the flight (outside Class B airspace or a TRSA) being conducted on a VFR-ON-TOP/VFR CONDITIONS clearance. Under these conditions, ATC may issue traffic advisories, but it is the sole responsibility of the pilot to be vigilant so as to see and avoid other aircraft.

REFERENCE
AIM, paragraph 4-86 and 4-89
FAA JO 7110.65, Chapter 7, Section 3

d. The following responsibilities are established for the FD position.

(1) Request the intentions of any pilot that requests a VFR-ON-TOP clearance. Specifically, ascertain from the pilot his/her intentions after reaching VFR-ON-TOP before issuing the local VFR-ON-TOP clearance.

PHRASEOLOGY
"(call sign) ***upon reaching VFR conditions on top, say your intentions."***

(2) When the pilot responds with ***"Cancel and proceed VFR, no expected recovery time (ERT)"***, FD shall take the following action.

Issue clearance

(call sign) ***cleared to KIYEK after departure runway*** (rwy), (heading)***, maintain 5000. Expect 15000 one zero minutes after departure. Departure frequency will be 268.7, squawk*** (code)."

Advise APE of pilot intentions

Complete posting of flight strips

(3) When the pilot responds with "After reaching VFR-ON-TOP, cancel and proceed VFR to R-5306, warning area, VR1074, etc." No ERT is required. FD shall take the following action.

Issue clearance

(call sign) ***cleared to KIYEK, after departure runway*** (rwy), (heading)***, maintain 5000. Expect 15000 one zero minutes after departure. Departure frequency will be 268.7, squawk*** (code)."

Advise APE of pilot intentions

Complete posting of flight strips

(4) When the pilot requests an ERT, FD shall take the following action.

Issue clearance from paragraph 5-405 d. of this Manual

Pass ERT to APE

Complete posting of flight strips

5-408 DELTA PATTERN

During an emergency situation the pilot may use the terminology "Delta Pattern", which indicates he/she wants to orbit the airport at a specific altitude.

PHRASEOLOGY
"(A/C ID) ***orbit the airport at*** *(ALT).* ***Conform to the normal traffic pattern."***

5-409 ARRESTING GEAR STATUS

The following terms are used to describe arresting gear status:

Donuts – Rubber supports, donut shaped, attached to the cable permanently to support the cable above the ground.

Boots – Cut aircraft tires used to support the cable above the ground in conjunction with or without donuts. (We currently do not use boots)

Rigged - Arresting gear cable is connected on both sides of the runway and ready for use.

Derigged – Arresting gear cable is detached from one side and removed from the runway.

Rigged Flat – The donuts are pulled to one side and the cable is attached on both sides and lay flat on the runway.

Down – The arresting gear cable is removed from the runway and the arresting gear is not available for use.

Foul Deck – Abnormally slack cable caused by aircraft during normal landings, landing directly onto the cable. Term also used during the initial phase of an arrestment to indicate and aircraft is in the gear.

One Trap Status - Due to mechanical reasons, the arresting gear is capable of arresting one aircraft and after that the arresting gear will be in a "Down" status.

5-410 VIP NOTIFICATION

When ATC becomes aware of an inbound VIP, the FWO shall be notified, to include the chock time. The FWO shall forward this information to the ODO. Should the ODO not be available, the information should be forwarded to the senior member present in Airfield Operations. Should there be any changes to the initial information passed, the receiving controller shall pass the updated information to the FWO. For Flight Plan VIP Codes, refer to FLIP General Planning.

REFERENCE
FLIP GENERAL PLANNING, paragraph 4-3
AOM, paragraph 6003

5-411 BIRD AIRCRAFT STRIKE HAZARD (BASH)

The geographical location of MCAS Cherry Point allows for extensive bird activity, especially during the months of Oct-Apr. ATC personnel that observe or receive reports of a bird hazard shall inform the FWO who will notify the ODO.

REFERENCE
AOM, paragraph 4007

5-412 USE OF TOWER RADAR DISPLAYS

The primary purpose of a tower radar display is to increase efficiency and safety of flight within the surface area for which the tower has responsibility. The TDW is not intended to be used for approach control functions. Tower radar displays may be used for the following:

a. To determine an aircraft's identification, exact location, or special relationship to other aircraft.

b. To provide aircraft with radar traffic advisories.

c. To provide a direction or suggested heading to VFR aircraft as an advisory aid to navigation.

d. To provide information and instructions to aircraft operating within the surface area for which the tower has responsibility.

REFERENCE
FAA JO 7210.3, paragraph 10-5-3
FAA JO 7110.65, paragraph 3-1-9 and 3-1-6,c.
NAVAIR 00-80T-114, paragraph 8.2.6

5-413 SUSPENSION OF VFR OPERATIONS

When the TS determines that the VFR pattern is not feasible, the pattern shall be suspended and AirOps notified.

5-414 SIMULTANEOUS PARALLEL RUNWAY OPERATIONS

Simultaneous same direction arrivals or simultaneous same direction departures to parallel runways are not authorized.

REFERENCE
FAA JO 7110.65, paragraph 3-5-1

5-415 VISCOM COORDINATION

a. The AR/FC will use the VISCOM to automatically coordinate with the Tower Branch. The 10-mile button will be used when the radar

approach is being conducted to other than the active runway. The LC/CCL will acknowledge the VISCOM coordination from the Radar Branch. When the 3-mile coordination is accomplished, LC/CCL will acknowledge with a response of clear, wave-off, or continue. If a continue is directed, AR/FC shall initiate a wave-off at one mile if the LC/CCL has not responded by that time.

b. When VISCOM is out of service, use the following format for interphone communications:

(1) Both the caller and receiver identify their position in a manner that insures they will not be confused with another position.

(2) Caller states the information that would normally be passed through the VISCOM.

(3) The receiver states the response to the caller's message.

EXAMPLE 1
Caller: "Eighteen, One"
Receiver: "Eighteen"
Caller: "Six miles, F-18, low approach"
Receiver: "Check three"

EXAMPLE 2
Caller: "Eighteen, One"
Receiver: "Eighteen"
Caller: "Three miles"
Receiver: "Cleared low approach"

EXAMPLE 3
Caller: "One, Eighteen"
Receiver: "One"
Caller: "Wave off"

REFERENCE
ATCFM, paragraph 6-311
ATCFM, paragraph 6-316

5-416 FDIO TEST FLIGHT PLANS

When entering a test flight plan in the FDIO, use "TTT" as the first part of the call sign. Doing so will identify the flight plan as a test (NOT4ATC) to the receiving controller. When the flight plan information is no longer required, enter an RS to remove the data from the computer.

5-417 TAXI RESTRICTIONS

a. Warmup Area 2 is not authorized for use when the duty runway is 5 or 23.

b. Warmup Area 2 shall be clear of all traffic when landing Runway 23R or departing Runway 5L.

c. Wide body aircraft (B747, L1011, DC10, etc.) and those aircraft who have the potential to have their wing tips penetrate the flight line parking areas, are prohibited from Hotel taxiway.

5-418 USE OF ACTIVE RUNWAYS

When LC releases the duty runway to the ground controller for any operation other than crossing, LC shall place the fouled deck sign for the effected runway in the active flight strip bay.

5-419 DATA ENTRIES FOR NJM

Aircraft requesting VFR flight following or clearance to NJM from NKT will be manual copies. FD will assign one of its delegated codes.

5-420 AIRPORT STATUS BOARD

An airport status board is located between FD and LC and is used to provide a visual indication of airfield equipment status and conditions that may affect operations.

5-421 ATIS

a. The ATIS board, Figure 5-4-1, has been developed to provide a visual reference of airport information and weather for the tower team during normal operations. There are two ATIS boards located in the tower that shall be maintained by FD.

b. Between the hours of midnight and 0500 local, if there are no local flights scheduled, the following message may be placed on the ATIS.

"For current Cherry Point weather and airport conditions, contact Cherry Point Tower on 340.2/121.3 or Cherry Point Approach Control on 268.7/124.1."

c. Resume normal ATIS broadcasts at 0500.

d. When the tower is closed for operations, the ATIS will continue to broadcast with the following statement.

"Marine Corps Air Station Cherry Point Tower is closed, for updated weather and information, contact Cherry Point Approach on 268.7/124.1. Cherry Point will reopen on (date) ***at*** (time)***."***

NOTE
Do not turn the ATIS off unless it is out of service and so stated in the daily log.

5-422 OPERATIONS ALONG AN ACTIVE RUNWAY

Authorization for aircraft/vehicles to taxi/proceed on or along an active runway, for purposes other than crossing, shall be provided via direct communications on the appropriate ground control or local control frequency.

REFERENCE
FAA JO 7110.65, paragraph 3-1-3 d.

5-423 TAXIWAY LIGHTS

Operate taxiway lights as follows:

a. Taxiway lights from the landing runway to the aircraft's destination on the airport shall be on at the appropriate setting before an arriving aircraft enters the CDSA and remain on until the aircraft has completed taxi.

b. Taxiway lights from the aircraft to the runway of departure shall be on at the appropriate setting before the aircraft begins taxi for departure and remain on until the aircraft has departed the airport.

c. As requested by the pilot.

d. As deemed necessary, if not contrary to pilot requests.

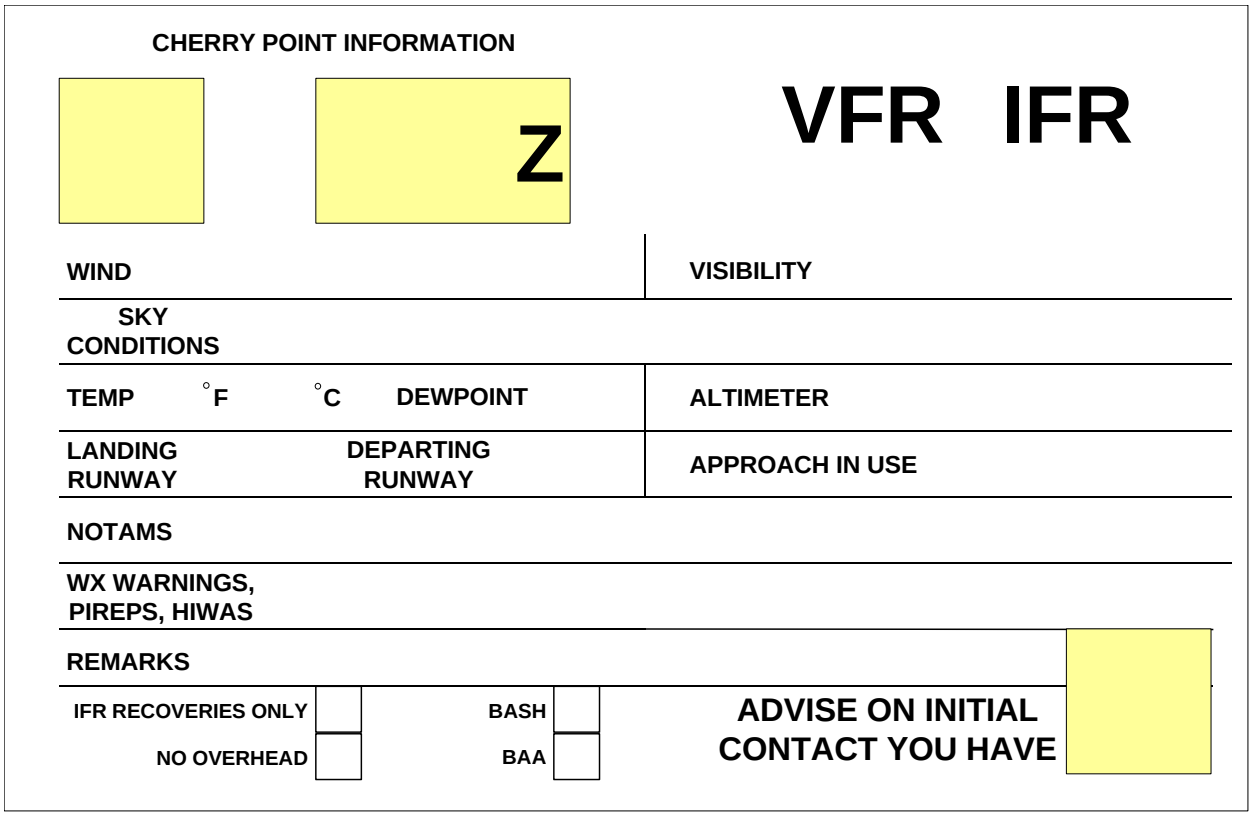


Figure 5-4-1

e. Taxiway light setting will be in accordance with the current edition of FAA Order 7110.65 with the exception of all airfield taxiway lights that are "flush". Flush taxiway lights shall be operated at a minimum, on step 3 unless required to be at a higher setting.

REFERENCE
FAA JO 7110.65, paragraph 3-4-17

5-424 GCA DEPARTURES

When Tower requests departure release, LC shall request a SFA from APE for IFR practice approach departures.

NOTE
The Tower override capability in this situation only exists through use of the Guard frequencies.

5-425 BACK TAXI FOR DEPARTURE

Airfield Operations has authorized aircraft to back taxi to the approach end of any runway at pilot's request.

5-426 PAD OPERATIONS

a. Helicopter operations are conducted at the NADEP Pad for delivery or testing of NADEP aircraft. This pad is considered a movement area and shall be under positive control by ATC. The NADEP Pad is unlit.

b. All other helicopter pads shall be considered inactive until positive coordination between LC and GC is initiated to make it active.

c. The Centermat and VTL Pads shall be considered active when LC activates any runway.

REFERENCE
FAA JO 7110.65, paragraph 3-11-1

d. During IFR conditions and the ILS approach is in use, the NADEP Pad is unusable.

5-427 CRASH CIRCUIT TEST

a. Crash Circuit Alpha - used to alert essential personnel of an emergency or crash. Located on position 17, it is normally activated by the FD position. This circuit shall be tested once daily at 0815L or, when the field opens later than 0815L, upon field opening.

b. Crash Circuit Zulu - Backup for the Alpha Circuit. This circuit shall be tested every Monday morning after the "A" test. This circuit is activated when the receiver is picked up.

NOTE
When the "Z" circuit is activated, the "A" circuit is disabled.

c. Crash PA - A quick alert loud speaker system used to notify Crash Crew, SAR and personnel in the operations building of emergency situations. Located on position 19, it is normally activated by LC or as directed by the TS. The PA shall be checked prior to the daily "A" test.

REFERENCE
ASO P11135.1K, paragraph 2001.7.

5-428 RADIO CHECKS

A station wishing to inform another station of its signal strength and readability will do so by means of a short, concise report of actual reception.

a. **SIGNAL STRENGTH -** When giving signal strength reports, the following prowords will indicate “signal levels” from best to worst:

Loud
Good
Weak
Very Weak
Fading

b. **READABILITY** - When giving the readability portion of a radio check, the following prowords will indicate “clarity of signal” from best to worst:

Clear
Readable
Distorted
With Interference
Unreadable

EXAMPLE
"Loud and Clear"
"Weak but Readable"

REFERENCE
Naval Telecommunications Procedures 8, Chap 7

5-429 STEREO ROUTES AND VFR FLIGHT GUARDING

a. The NKT01, NKT02 and NKT07A stereo routes will no longer be entered by flight planning. If there is not a flight plan to W-122 in the FDIO, then FD shall enter the flight plan.

b. Workload permitting, controllers shall solicit destination airport and ETE to all VFR aircraft requesting departure. If workload prevents the ability to do so, then controllers shall advise aircraft to contact base operations.

5-430 OPPOSITE DIRECTION

a. Traffic advisories shall be issued to all aircraft involved in any opposite direction operation. It shall be the responsibility of the Arrival Controller and the Local Controller to issue traffic advisories to arriving and departing aircraft as applicable.

b. The Local Controller must APREQ off duty and opposite direction departures prior to runway assignment and "line-up-and-wait" issuance.

c. The use of visual separation is not authorized when applying opposite direction operations.

d. All coordination involving opposite direction departures and arrivals must be done on a recorded line stating "opposite direction" and include call sign, type aircraft and number in flight, and arrival or departure runway.

e. Opposite direction operations involving VFR aircraft shall be conducted in accordance with FAA JO 7110.65. Additionally, traffic advisories shall be issued to all aircraft involved and coordination shall include "opposite direction".

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Section 5. TOWER STRIP MARKING PROCEDURES

5-500 GENERAL

Use flight progress strips to post current data on air traffic and clearances required for control and other air traffic control services. To prevent misinterpretation when data is hand-printed, use standard hand-printed characters.

REFERENCE
FAA JO 7110.65, paragraph 2-3-1.

5-501 TERMINAL DATA ENTRIES

Information recorded on the flight progress strips (FAA Form 7230-7.2) shall be entered in the correspondingly numbered spaces:
See Figure 5-5-1.

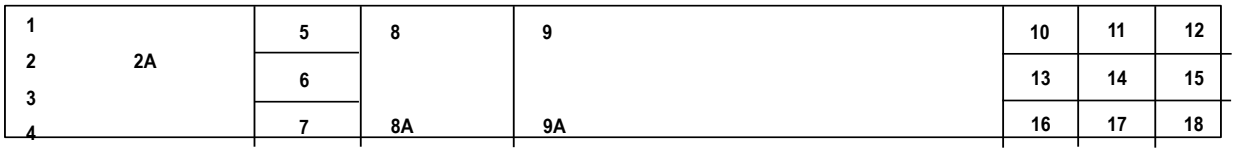


Figure 5-5-1

a. IFR/SVFR Arrivals:

1. Aircraft identification.

2. Revision number (FDIO).

2A. Strip request originator (FDIO sector or position that requested a strip be printed.)

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Secondary radar (beacon) code assigned.

6. Previous fix (FDIO)

7. Coordination fix.

8. Estimated time of arrival.

8A. Not used.

9. IFR or SVFR with control symbology.

9A. Remarks/Type Approach

10. Not used.

11. Not used.

12. Not used.

13. Not used.

14. Not used.

15. Not used.

16. Not used.

17. Flight Planning initials.

18. Actual time of arrival.

b. IFR/SVFR Departures:

1. Aircraft identification.

2. Revision number (FDIO)

2A. Strip request originator (FDIO sector or position that requested a strip be printed.)

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Secondary radar (beacon) code assigned.

6. Proposed departure time.

7. Requested altitude or SVFR.

8. Departure airport.

8A. Not used.

9. Computer-Generated-Route, destination, and remarks. Hand-prepared, enter clearance limit/route/altitude restrictions in the order flown if appropriate.

9A. Remarks or standard departure procedures.

10. "B" for clearance delivered.

11. Departure runway for which climbout instructions were issued. See 5-503

12. Amended departure runway (if needed). See 5-503

13. Release from departure.

14. Center release if requested.

15. Not used.

16. Actual time of departure.

17. Flight Planning initials.

18. Not used.

c. Local VFR/SVFR

1. Aircraft identification.

2. Revision number (FDIO).

2A. Strip request originator (FDIO sector or position that requested a strip be printed.)

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Not used.

5. Secondary radar (beacon) code assigned.

6. Not used.

7. The letters "VFR" or "SVFR".

8. Not used.

8A. Not used.

9. Estimated time enroute/destination airport. Large V indicating flight is VFR and squawk has been issued.

9A. Altitude/Type approach

10. Not used.

11. Not used.

12. Not used.

13. Not used.

14. Not used.

15. Not used.

16. Actual time of departure.

17. Flight Planning initials.

18. Actual time of arrival.

REFERENCE
FAA JO 7110.65, paragraph 2-3-3.

5-502 CONTROL SYMBOLOGY

Use authorized control and clearance symbols or abbreviations for recording clearances, reports, and instructions. Control status of aircraft must always be current. You may use:

a. Plain language markings when it will aid in understanding information.

b. Locally approved identifiers. Use these only within your facility and not on FDIO or interphone circuits. See Figure 5-5-2.

REFERENCE
ATCFM, Chapter 2, Section 6

c. Plain sheets of paper to record information when flight progress strips are not used.

REFERENCE
FAA JO 7110.65, paragraph 2-3-9.

LOCAL SQUADRON TWO-LETTER CODES FOR STRIPMARKING	
CALL SIGN	**ID**
LOBO	LB
PEDRO	PE
MARS	MA
STONE	ST
SPADE	SP
LUSTY	LU
CAMEL DRIVER	DR
BANSHEE	BN
JESTER	JS
DOG	DG
HOOK	HK
OTIS	OT
NIGHTOWL	NO

SYMBOLS	MEANING
(23)	CIRCLE TO RWY 23

SYMBOLS	MEANING
L	Low Approach
F	Full Stop
O	Option
T	Touch and Go
Z	Tower Downwind
N	North Approach
NCA	New River RADAR
V	VACAPES
A	Arrival
E	East Approach
W	West Approach
B	Bogue Field
Z	Washington Center

Figure 5-5-2

5-503 DEPARTURE STRIPS

a. For IFR departure strips and amendments.

(1) Annotate in block 11 the runway designator for the standard initial departure climb-out instructions issued to the aircraft.

		32	

(2) If the initial departure climb-out instructions are non-standard, annotate the departure climb-out instructions issued to the aircraft in block 9 and associated runway designator in block 11.

		32	
TR 090			

b. Subsequent change(s) to the initial departure climb-out instructions stripmarking are as follows:

(1) If the runway for which the initial standard departure climb-out instructions were given is changed, the controller shall 'X'-out the runway designator in block 11 and enter the new runway designator in block 12.

		~~32~~	5

The strip above indicates that standard departure climb-out instructions were originally given for runway 32; then the departure runway was changed to runway 5, and runway 5 departure climb-out instructions have been issued to the aircraft.

(2) If the runway remains unchanged but the standard/non-standard departure climb-out instructions are changed, annotate the change in block 9. Line (one line) out departure climb-out instructions in block 9 that do not pertain.

		32	
~~TR 090~~ TR 140			

c. If the runway changes and the standard/non-standard departure climb-out instructions are changed, 'X'-out the runway which does not pertain and write in the runway number in the next sequential block (12 or 13) which pertains to the departure climb-out instructions issued to the aircraft annotated in block 9. Line (one line) out departure climb-out instructions in block 9 that do not pertain, as necessary.

		~~32~~	5
TL 270			

(1) This strip indicates two different situations:

Situation 1: Initially non standard departure climb-out instructions were issued for a planned departure from runway 32; then the departure runway was changed to runway 5 with the same non-standard departure climb-out instructions for a runway 5 departure; OR

Situation 2: Initially standard departure climb-out instructions were issued for a planned departure from runway 32; then the departure runway was changed to 5 with non-standard departure climb-out instructions issued.

		~~32~~	5
~~TR 090~~ TL 270			

(2) This strip indicates that initially nonstandard departure climb-out instructions were issued for a planned departure from runway 32; then the departure runway was changed to runway 5 with non standard departure climb-out instructions for a runway 5 departure.

Section 6. COORDINATION PROCEDURES

5-600 GENERAL

Reserved.

5-601 HOURLY WEATHER FORECAST

a. Coordination between weather and FD for hourly weather reports are no longer necessary due to the automated weather updates available on the VIDS. FD will enter the information, provided on the VIDS, on the ATIS at the top of each hour.

b. Weather will notify the tower via landline, when SPECIs are taken. Upon receipt of SPECIs, FD will notify RD of the change and make appropriate changes to the ATIS broadcast.

c. At anytime during the watch the TS may request an observation from weather if weather conditions are contrary to the reported values displayed on the VIDS. Upon request of the SPECI, FD shall take action as outlined in paragraph b. above.

Blank

Section 7. EMERGENCY PROCEDURES

5-700 GENERAL

Guidelines for handling aircraft emergencies are found in the current edition of the AOM and FAA JO 7110.65. NATOPS emergency procedures for locally based aircraft are available in the control tower.

REFERENCE
FAA JO 7110.65, Chapter 10
AOM, paragraph 5001

5-701 INFORMATION REQUIREMENTS

Start assistance and notification as soon as enough information has been obtained upon which to act. Information requirements will vary, depending on the existing situation. Minimum required information for in-flight emergencies is:

a. **Aircraft identification and type**.

b. **Nature of the emergency**.

c. **Pilot's intentions**.

After initiating action, obtain the following items or any other pertinent information from the pilot or aircraft operator, as necessary:

a. **Last known position**.

b. **Persons on board**.

c. **Fuel on board**.

d. **Ordnance on board**.

e. **Landing weight and speed**.

f. Aircraft altitude.

g. Pilot reported weather.

h. Pilot capability for IFR flight.

i. Heading since last known position.

j. Airspeed.

k. Navigation equipment capability.

l. NAVAID signals received.

m. Visible landmarks.

n. Aircraft color.

o. Point of departure and destination.

p. Emergency equipment on board.

NOTE
Requirements listed above in bold type are those that are part of the Control Tower Crash Emergency Call Sheet (See Figure 2-3-2)

REFERENCE
FAA JO 7110.65, paragraph 10-2-1

5-702 EMERGENCY NOTIFICATION

When an aircraft accident occurs or when it is determined an emergency exists, the LC/CCL will activate the crash PA system and FD will be responsible for activating the appropriate crash net. The TS will notify the FWO of all emergencies initiated by the tower as soon as he/she feels it will not interfere with duty requirements.

PA Notification:

"Crash, Crash, Crash"- notifies agencies of an actual on or off station crash.

"Crash Crew Dispatch"- Used when CFR resources are immediately required to respond to an emergency on the airfield. SAR aircraft will be manned and ready for launch, but will hold until receiving further instructions from the tower, ODO, or CFR officer. This is normally used when the aircraft is on a runway, in a parking area, or on short final.

"Crash Crew Standby"- Utilized when CFR resources are needed to standby for a pending emergency. This is normally used when the pilot

has declared an emergency and is enroute to the airfield.

PHRASEOLOGY
"Crash Crew Dispatch, Crash Crew Dispatch, (or whichever one of the above applies), (aircraft identification), (type aircraft), (nature of emergency), (intentions)."

Crash Net Notification:

PHRASEOLOGY
"This is the tower with an emergency, this is the tower with an emergency, GIVE PERTINENT INFORMATION, ***all stations acknowledge with initials when called"***

"This is the tower securing the emergency, this is the tower securing the emergency, all stations acknowledge with initials when called."

REFERENCE
ASO P11135.1

5-703 HOT BRAKES

a. Aircraft reporting "Hot Brakes" shall be directed to taxi clear of the active runway, other aircraft, fuel trucks, and refueling pits and will position themselves in such a manner that the wheel axle points away from the active runway and taxiways in use. The aircraft will not be able to taxi until cleared to do so by crash crew.

b. Hot brakes explode outward, therefore, extreme care should be taken not to allow other aircraft, equipment, or personnel to station themselves in the path of possible debris.

c. All agencies shall be immediately notified when hot brakes are reported or suspected by activating the crash net and PA system.

REFERENCE
AOM, Paragraph 3018

5-704 CRASH & VEHICLE NET

a. During an emergency, GC will issue control instructions to CFR using channel 2 (C-NET) on the handheld. The monitor button will be keyed up on the console to ensure transmissions are recorded. When CFR secures the emergency, GC is no longer required to monitor this channel.

b. During trunking system outages, C-NET and V-NET will become inoperative. All movement with CFR (both channel 1 (V-NET) and channel 2 (C-NET)), VAL, and Recovery will be coordinated via channel 14 (CFR Conventional) on the handheld. During the period of outages, vigilance is required to avoid runway incursions due to vehicles not capable of operating on channel 14. A communication technician shall be notified immediately of any trunking system outages. During trunking system outages, conventional channels are limited to Line of Sight reception.

5-705 ARRESTED LANDINGS

ATC shall request landing weight and speed from all aircraft that will make an arrested landing. GC shall relay landing weight and speed to recovery personnel in a timely manner.

REFERENCE
AOM, paragraph 1009 and 5006

5-706 CONTROL TOWER EMERGENCY EVACUATION PLAN

If it becomes necessary to evacuate the control tower for any reason, i.e. fire, terrorism, destructive weather, etc., notify the FWO and reduce to minimum manning. Personnel not required should depart the tower via the internal stairwell. In case of a fire alarm, at least one person shall leave the tower to check for smoke or fire in the tower structure, investigate the source of the alarm, and report information to the personnel remaining in the cab. The TS is in charge of firefighting within the tower. One 20-pound Halon extinguisher is located in the tower cab ladder well near the top.

a. Clear Traffic Pattern. The Local Controller shall instruct all aircraft in the CDSA to contact Cherry Point Approach for reentry instructions.

PHRASEOLOGY
"The control tower is being evacuated. All aircraft within the Cherry Point Class D Surface Area, maintain VFR, depart the pattern and contact Approach on 124.1/268.7 for reentry instructions."

b. Stop Ground Traffic. The Ground Controller shall instruct all aircraft to hold their positions and remain clear of all runways.

PHRASEOLOGY
"The control tower is being evacuated. All aircraft hold your position and remain clear of all runways. Remain this frequency for resumption of services."

c. Secure Power. Shut off all power to the control tower. The main power source is located in the cab and is clearly marked.

d. Activate Smoke Removal. Smoke entering the tower from a fire outside the tower through the air conditioning vents can be removed by activation of the smoke removal system (overhead exhaust fan). If the fire is inside the tower, do not activate the smoke removal system.

e. Remove Handheld Radios. Remove the two handheld radios from the tower. Deliver one to the FWO and the other to the paddles vehicle.

f. Emergency Egress. The internal stairwell is the primary means to evacuate the Control Tower. In the event the internal stairwell is unusable for any reason, descend via the outside ladder on the Northeast side of the tower. Do not use the elevator.

g. Resume Pattern Control. A local controller shall acquire a paddles vehicle and proceed to the grass area between Echo Taxiway and the Northeast Pad to assume pattern control (this will be referred to as the remote tower). Aircraft will be resequenced into the pattern by Cherry Point Approach.

h. Communications. Arrival Control shall coordinate with the remote tower via the handheld radios for any intrafacility coordination. In the event messages need to be relayed to other agencies from the remote tower, radar will be responsible for passing the information to the appropriate agency.

Blank

Chapter 6. RADAR

Section 1. GENERAL

6-100 GENERAL

MCAS Cherry Point approach control airspace is depicted in figure 6-1-8. The radar capability provides normal radar coverage out to 60NM and secondary radar with SIF out to 240NM depending on target altitude. The Radar Branch is responsible for the coordination and control of all VFR flight following requests and IFR traffic within the facility's area of responsibility. These responsibilities include, but are not limited to, the handling of all arriving, departing, and enroute aircraft of:

MCAS Cherry Point
New Bern
MCAS New River
Michael J. Smith
MCALF Bogue Field
Ocracoke Island
Billy Mitchell
Manteo
Plymouth
Warren

6-101 AIRSPACE

a. Approach East/Departure Sector (APE). The Approach East/Departure Sector airspace is depicted in Figure 6-1-1 and described in the ZDC letter of agreement. This sector includes the active departure corridor as depicted in Figure 6-1-2 and described below. The subareas within R-5306A are shown in figure 6-1-4.

(1) Runway 5 - clockwise from the 360 radial to the 090 radial within 10 nautical miles not to include R-5306A and the NKT CDSA.

(2) Runway 23 - clockwise from the 180 radial to the 270 radial within 10 nautical miles not to include R-5306C and the NKT CDSA.

(3) Runway 32 - clockwise from the 270 radial to the 360 radial within 10 nautical miles not to include APW airspace and the NKT CDSA.

(4) Runway 14 - clockwise from the 090 radial to the 180 radial within 10 nautical miles not to include the NKT CDSA.

b. Approach North Sector (APN). The Approach North Sector airspace is depicted in Figure 6-1-3.

c. Approach West Sector (APW). The Approach West Sector airspace is depicted in Figure 6-1-5, excluding NCA airspace, when open.

d. Arrival Control (AR). Within 20nm of NKT surface to 3,000' excluding Approach West airspace, departure corridor in use, R-5306C when active, R-5306A, and the NKT CDSA. See Figure 6-1-6.

NOTE
R-5306A Area 1 and R-5306C Area 4 are assigned to AR. Prior to approving and activating these areas, APE and/or APN must coordinate.

6-102 ADJACENT AIRSPACE

a. New River Radar - Surface to and including 3000 feet. See Figure 6-1-7.

b. The following adjacent airspace is described in Figure 6-1-8.

(1) Seymour Johnson Approach.

(2) Wilmington Approach.

(3) FACSFAC VACAPES.

(4) Norfolk Approach.

(5) Oceana Approach.

(6) Washington Center - All adjacent altitudes not delegated to the agencies above.

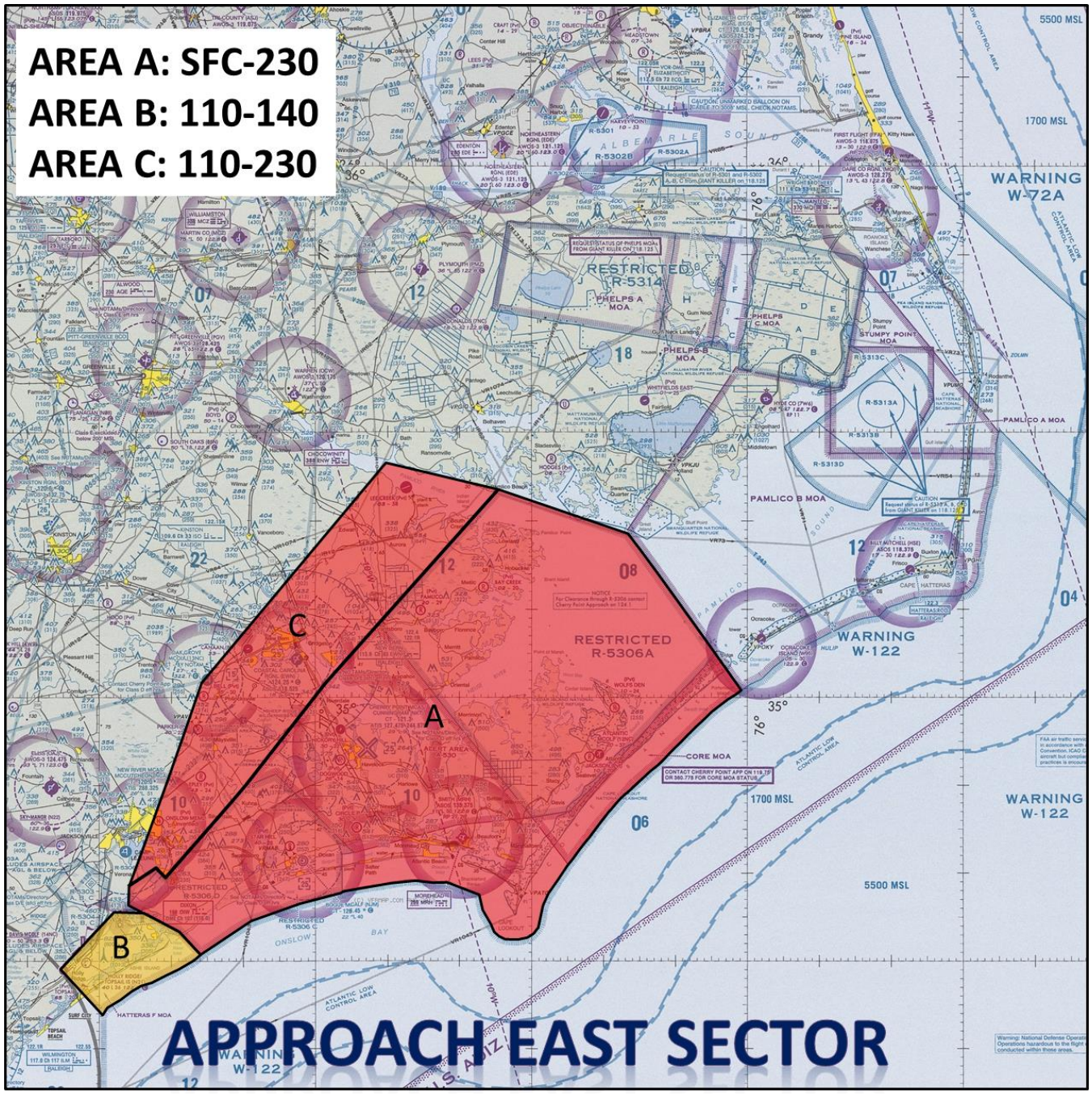

AREA A: SFC-230
AREA B: 110-140
AREA C: 110-230
A
B
C
APPROACH EAST SECTOR
RESTRICTED R-5306A
RESTRICTED R-5314
PHELPS A MOA
PHELPS B MOA
PHELPS C MOA
PAMLICO A MOA
PAMLICO B MOA
CORE MOA
WARNING W-72A
WARNING W-122
WARNING W-122
HATTERAS F MOA
5500 MSL
1700 MSL
1700 MSL
5500 MSL

Figure 6-1-1

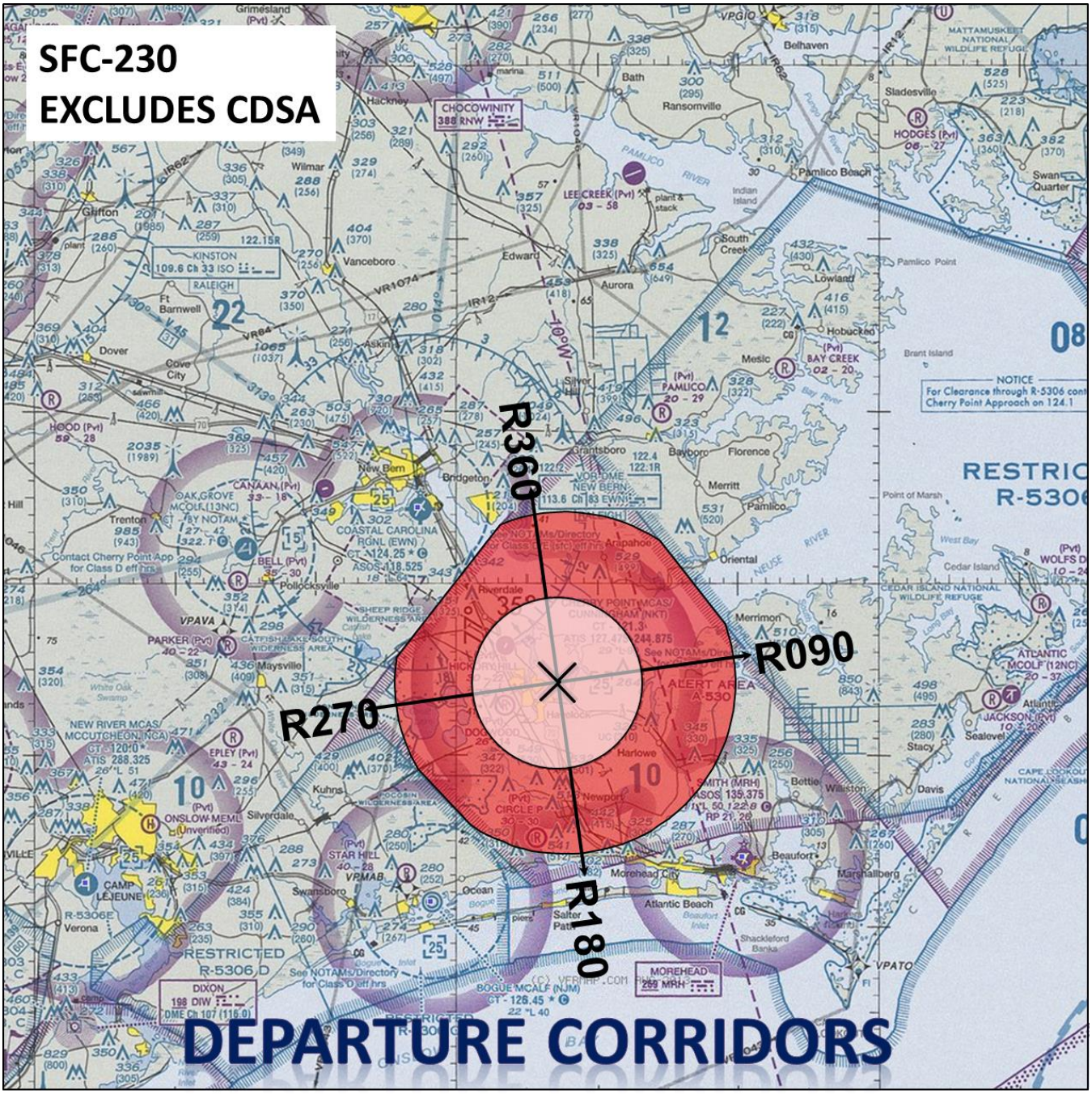

SFC-230
EXCLUDES CDSA
R360
R090
R270
R180
DEPARTURE CORRIDORS

Figure 6-1-2

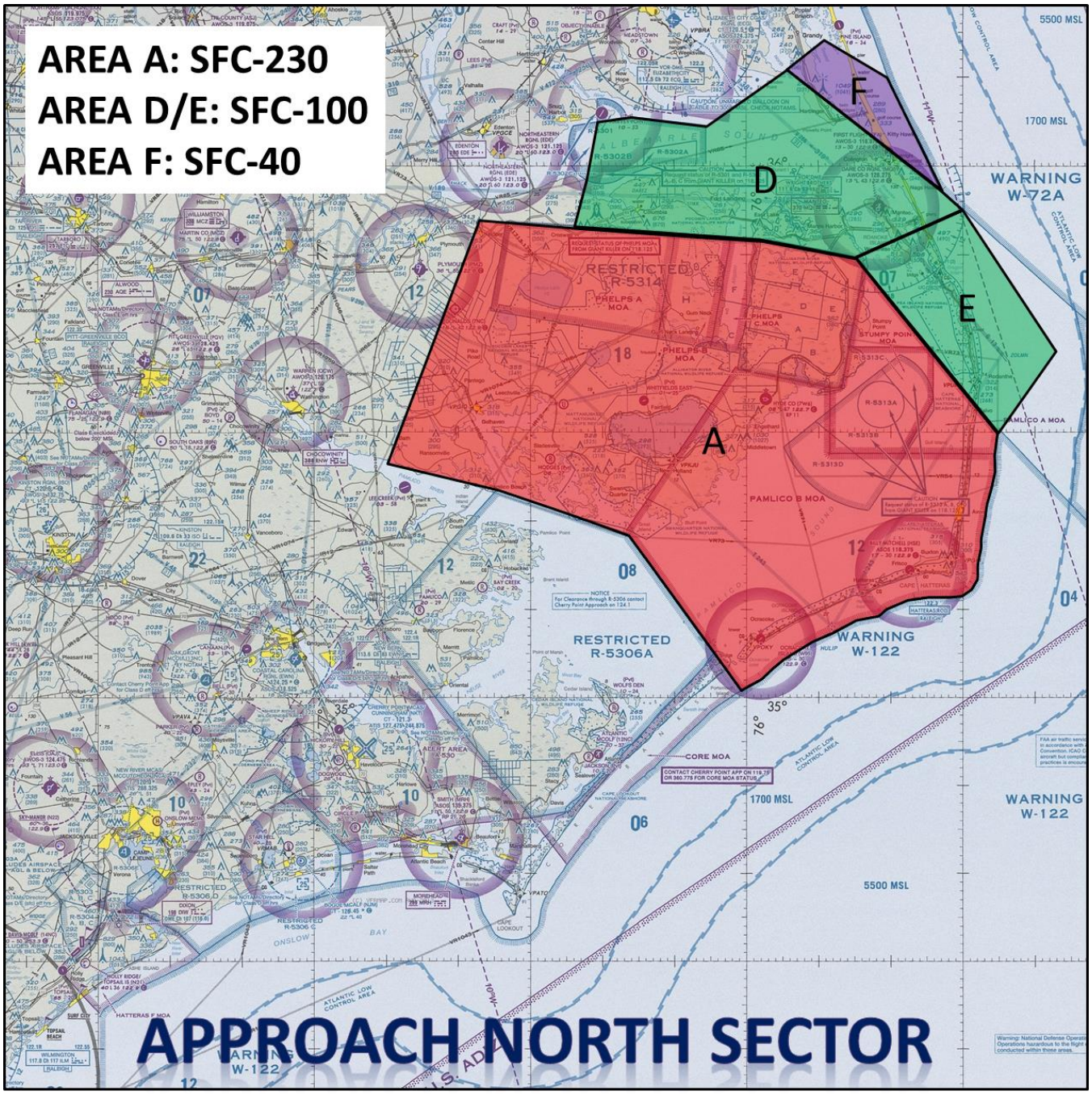

AREA A: SFC-230
AREA D/E: SFC-100
AREA F: SFC-40
A
D
E
F
RESTRICTED R-5314
PHELPS A MOA
PHELPS B MOA
PHELPS C MOA
PAMLICO B MOA
RESTRICTED R-5306A
WARNING W-122
WARNING W-72A
CORE MOA
5500 MSL
1700 MSL
APPROACH NORTH SECTOR

Figure 6-1-3

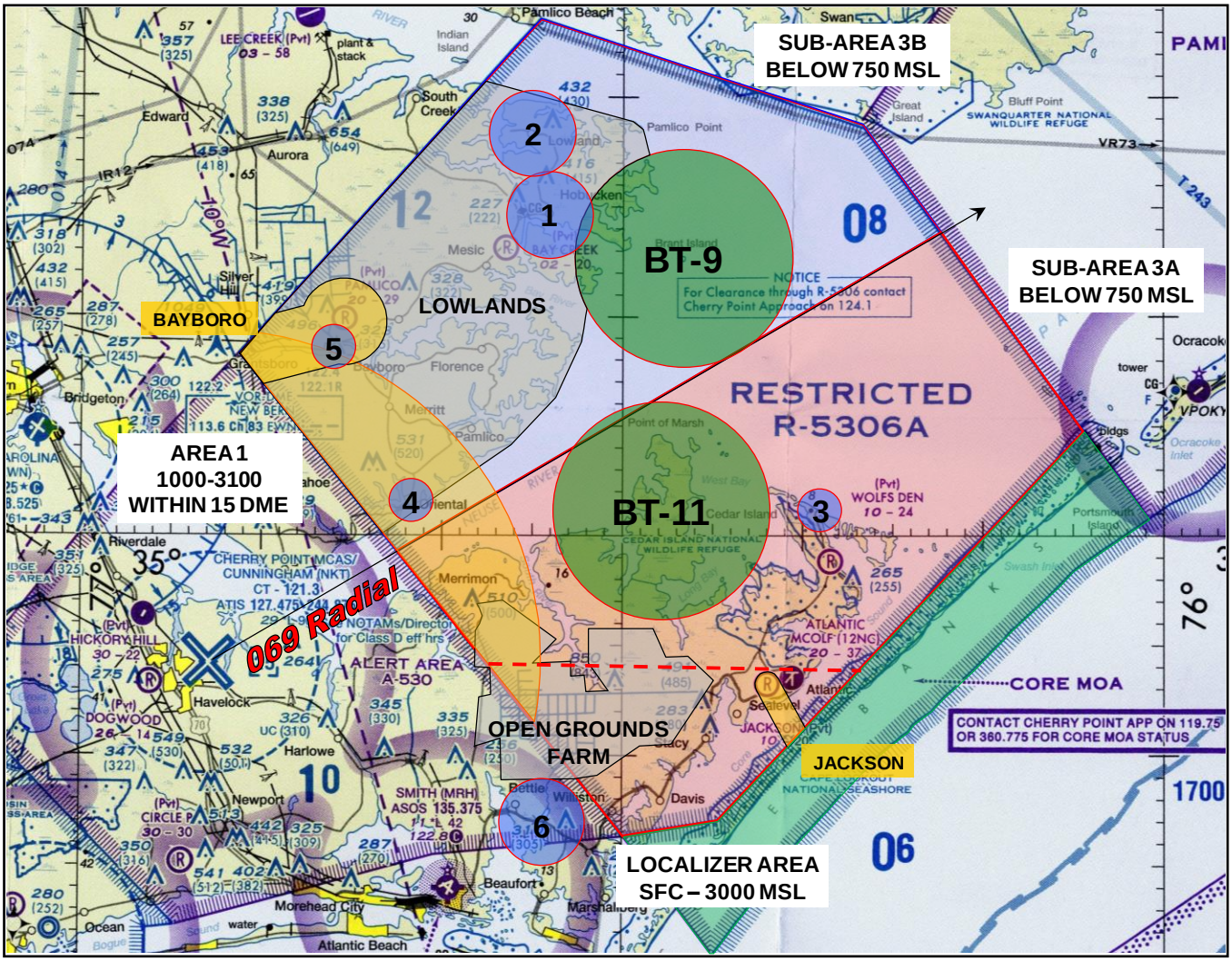

SUB-AREA 3B
BELOW 750 MSL
SUB-AREA 3A
BELOW 750 MSL
BT-9
BT-11
RESTRICTED
R-5306A
LOWLANDS
BAYBORO
AREA 1
1000-3100
WITHIN 15 DME
069 Radial
ALERT AREA
A-530
OPEN GROUNDS
FARM
JACKSON
CORE MOA
CONTACT CHERRY POINT APP ON 119.75
OR 360.775 FOR CORE MOA STATUS
LOCALIZER AREA
SFC – 3000 MSL
1
2
3
4
5
6

Figure 6-1-4

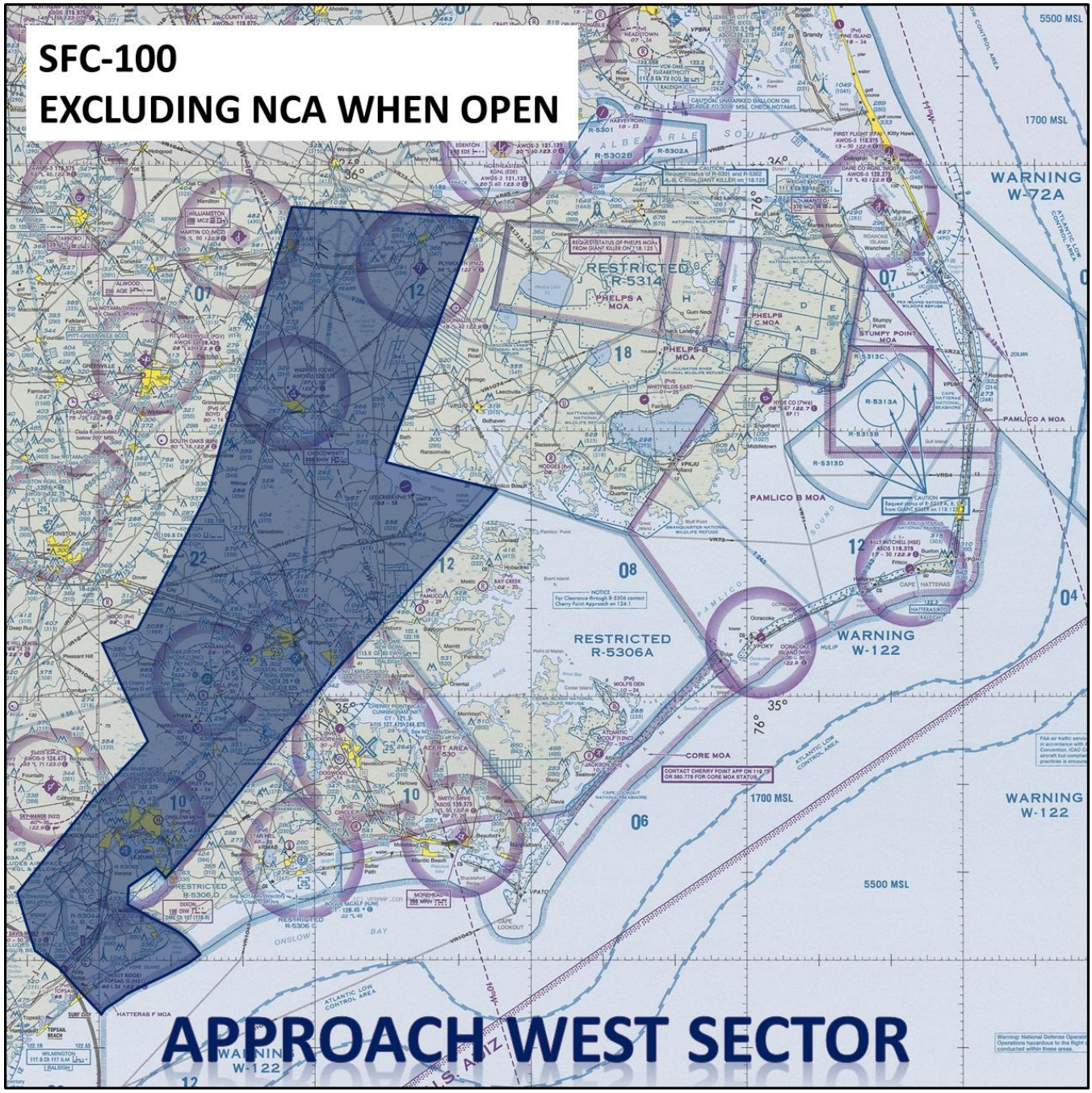

SFC-100
EXCLUDING NCA WHEN OPEN
APPROACH WEST SECTOR
RESTRICTED R-5314
PHELPS A MOA
PHELPS B MOA
PHELPS C MOA
RESTRICTED R-5306A
PAMLICO B MOA
PAMLICO A MOA
WARNING W-72A
WARNING W-122
CORE MOA
HATTERAS F MOA
5500 MSL
1700 MSL

Figure 6-1-5

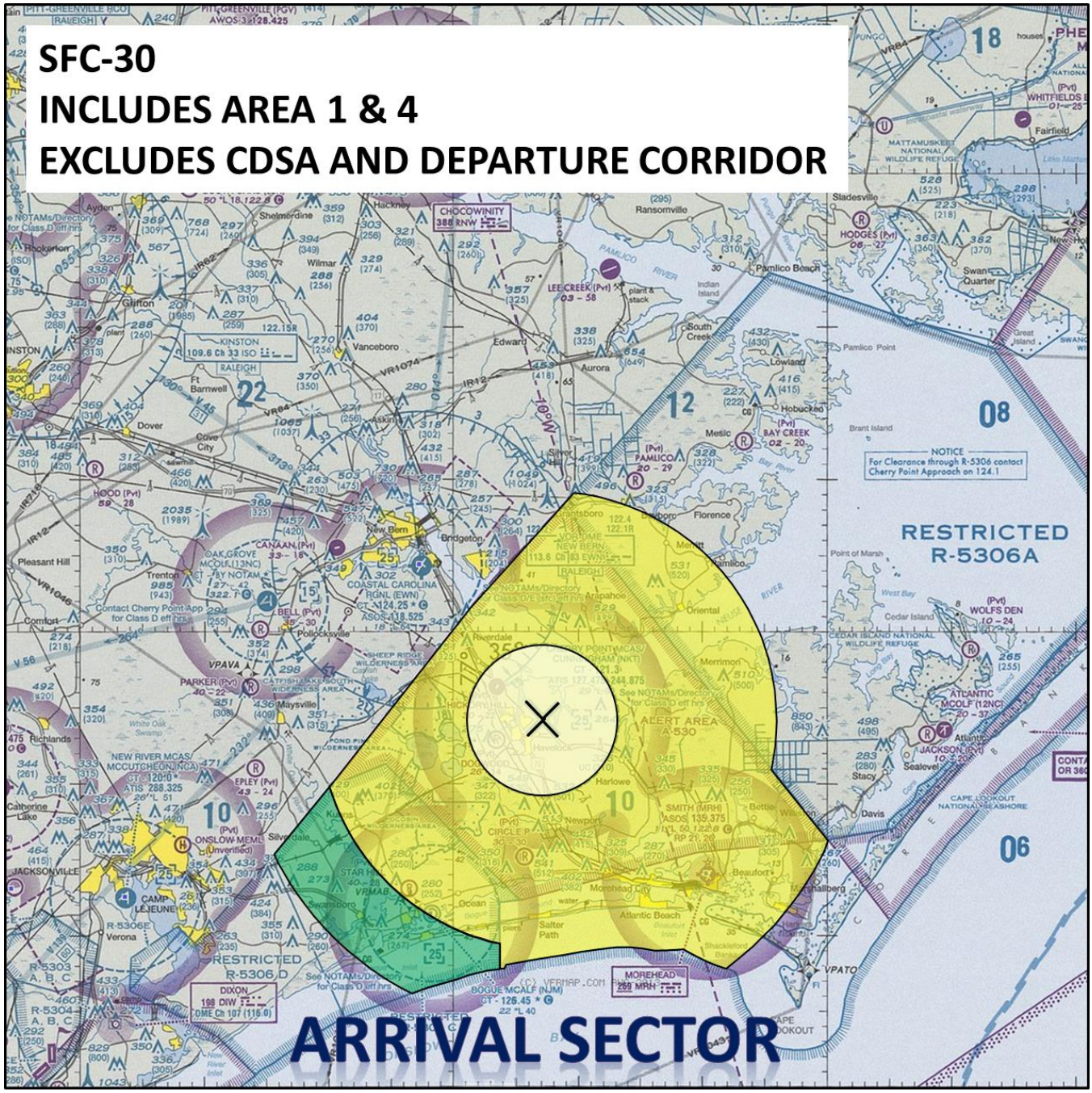

SFC-30
INCLUDES AREA 1 & 4
EXCLUDES CDSA AND DEPARTURE CORRIDOR
RESTRICTED
R-5306A
ALERT AREA
A-530
RESTRICTED
R-5306 D
ARRIVAL SECTOR

Figure 6-1-6

SFC-30
EXCLUDES SUA WHEN ACTIVE
NEW RIVER SECTOR
WILMINGTON TRSA
SEE TWR FREQ TAB
R-5303A
EXCLUDES AIRSPACE
1500' AGL & BELOW
R-5306E
RESTRICTED
R-5306 D
R-5306 C
R-5303
A, B, C
R-5304
A, B, C
R-5304A EXCLUDES AIRSPACE
1500' AGL & BELOW
HATTERAS F MOA
WARNING
W-122
ATLANTIC LOW
CONTROL AREA
ONSLOW BAY
CAMP LEJEUNE
CAMP DAVIS MCOLF (14NC)
ONSLOW MEMI (Unverified)
DIXON
198 DIW
DME Ch 107 (110.0)
WILMINGTON
117.0 Ch 117 ILM
RALEIGH
122.1R
122.55
WILMINGTON INTL (ILM)
HOLLY RIDGE/
TOPSAIL IS (N21)
SURF CITY
TOPSAIL BEACH
BOGUE MCALF (NJM)
CT - 126.45
CT - 119.9
ATIS 124.975
122.95
VR1043
VR1046
VR84
IR62
New Bern
Bridgeton
Pollocksville
Maysville
Havelock
Newport
Morehead
Swansboro
Salter Path
Ocean
Riverdale
Grantsboro
Pink Hill
Comfort
Kinston
Fountain
Catherine Lake
Richlands
Chinquapin
Willard
Watha
Rocky Point
Topsail
Hampstead
Wrightsville Beach
Holly Ridge
Verona
Kuhns
Silverdale
Star Hill
Harlowe
Arapahoe
Riverdale
Cunningham
Dogwood
Circle P
Pond Pine
Sheep Ridge
Catfish Lake South
Pocosin
Croatan
Cherry Point
Contact Cherry Point App
for Class D eff hrs
See NOTAMs/Directory
for Class E (sfc) eff hrs
See NOTAMs/Directory
for Class D eff hrs
See NOTAMs/Directory
for Class D/E (sfc) eff hrs
(c) VFRMAP.COM

Figure 6-1-7

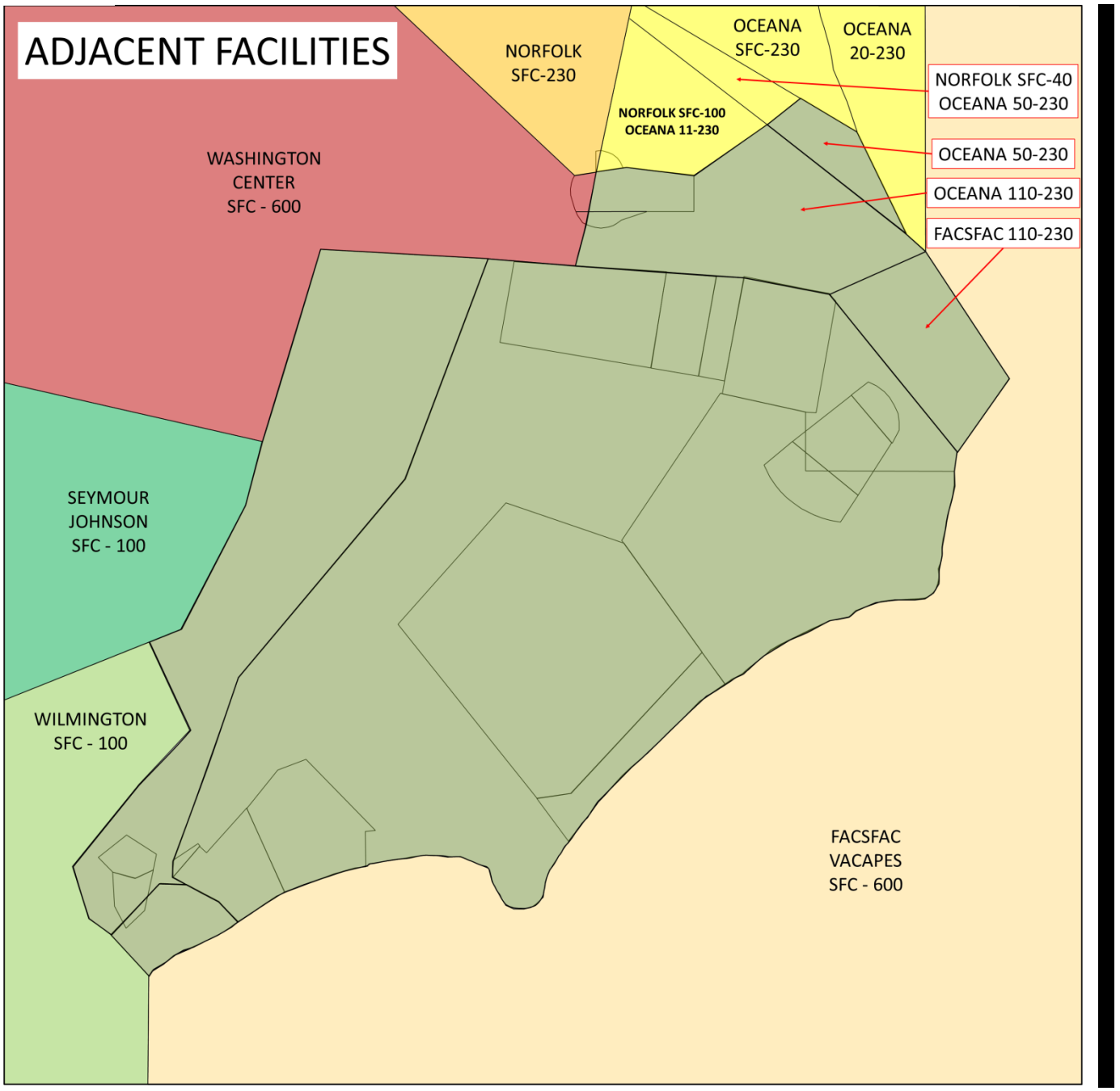

ADJACENT FACILITIES
NORFOLK
SFC-230
OCEANA
SFC-230
OCEANA
20-230
NORFOLK SFC-40
OCEANA 50-230
NORFOLK SFC-100
OCEANA 11-230
OCEANA 50-230
OCEANA 110-230
FACSFAC 110-230
WASHINGTON
CENTER
SFC - 600
SEYMOUR
JOHNSON
SFC - 100
WILMINGTON
SFC - 100
FACSFAC
VACAPES
SFC - 600

Figure 6-1-8

6-103 MINIMUM VECTORING ALTITUDE CHARTS

Minimum Vectoring Altitude Charts have been developed for single sensor and multi-sensor displays. See Figures 6-1-9 and 6-1-10.

REFERENCE
NAVAIR 00-80T-114, paragraph 9.2.3

6-104 FIXES, AIRWAYS AND AIRPORTS

See Figures 6-1-11 and 6-1-12.

REFERENCE
ATCFM, paragraph 2-603 and 2-604

6-105 DISCRETE BEACON CODE ASSIGNMENTS

Cherry Point is delegated the discrete beacon codes 4501-4577 and subdelegated as follows.

Approach Control	4501-4537
NKT Tower	4540-4547
Night Owl UAS	4556-4557
Big ROC	4560-4567
New River GCA	4570-4577

6-106 RADAR VIDEO MAPS

The following maps are available on each STARS console:

No.	Name	Description
1	BASIC2	
2	BASICFX	FIX NAMES LARGE
3	ARRIVAL	NKT EXTENDED RUNWAYS
4	ARR_FIX	FIX NAMES SMALL
5	NKT-MVA	NKT MVA
6	MULTMVA	NKT MVA MULTI-MODE
7	SUA	BLUE SUA AIRSPACE LINES
8	NCA-MVA	NCA MVA
9	CLASS-D	CLASS D FOR AIRPORTS
10	IR12-62	IR-12 & IR-62
11	RNAV23R	NKT RNAV 23R
12	TA-23R	NKT TACAN 23R
13	RNAV05R	NKT RNAV 5R
14	TA-05R	NKT TACAN 5R
15	RNAV32L	NKT RNAV 32L
16	TA-32L	NKT TACAN 32L
17	TA-14L	NKT TACAN 14L
18	AIRPORT	MINOR AIRPORTS BY NAME
19	MRH-RDR	MRH LOC 26 & NDB 21
20	MRH0826	MRH RNAV 8 & 26
21	MRH0321	MRH RNAV 3 & 21
22	MRH1432	MRH RNAV 14 & 32
23	EWN-GPS	EWN RNAV 4 & 22
24	EWN-ILS	EWN ILS 4
25	HSE-GPS	HSE RNAV 7 & 25
26	W95-GPS	W95 RNAV 6 & 24
27	NCA-RDR	NCA ASR RWY 5 & 23
28	NCA-GPS	NCA RNAV 1, 5, 19 & 23
29	NCA-TA	NCA TACAN 1, 5, 19 & 23
30	NCA-ILS	NCA ILS
31	NCA-APP	NCA APP
32	NON-RDR	NOT USED
33	V-ROUTE	VICTOR AIRWAYS
34	J-ROUTE	JET ROUTES
35	TOWER	VFR REPORTING POINTS
36	SHORE	SHORE LINE
37	MOAS	GAMECOCK & ECHO MOA
38	NJM23	NJM TACAN & ASR 23
39	KIWI	KIWI TRACK
40	R5303	SHADE R-5303
41	R5304	SHADE R5304
42	R5306A	SHADE R5306A
43	R5306C	SHADE R5306C
44	R5306D	SHADE R5306D
45	R5306E	SHADE R5306E
46	HAT-F	SHADE HAT F MOA
47	SUB-3A	SHADE BLUE SUB AREA 3A
48	SUB-3B	SHADE BLUE SUB AREA 3B
49	RNAV14L	NKT RNAV 14L
50	PMZ-GPS	PMZ RNAV 3 & 21
51	OCW-VOR	OCW VOR 5
52	OCW-LOC	OCW LOC 5
53	OCW1735	OCW RNAV 17 & 35
54	OCW0523	OCW RNAV 5 & 23
55	MQI-RDR	MQI
56	MQI-17	MQI
57	MQI0523	MQI RNAV 5 & 23
58	AIR-15B	AIR-15B AIRSPACE
59	EWN-VOR	EWN VOR 22
60	_BURNR_	BURNER ATCAA
61	NTU-MVA	NTU MVA MULTI-MODE

No.	Name	Description
78	NCOUNTY	COUNTY MAP NORTH
79	N-LABEL	COUNTY LABELS NORTH
80	SCOUNTY	COUNTY MAP SOUTH
81	S-LABEL	COUNTY LABELS SOUTH
82	NKTMVA2	NKT MVA 2
83	MULTI_2	NKT MULTI-MODE
300	BASIC3_	NEW AIRSPACE MAP
301	R4314	SHADE R-5314
302	R5313D	SHADE R-5313D
303	R5302	SHADE R-5302
304	PAMAREA	SHAPE PAM A & B
306	NEUSEA_	NEUSE A OUTLINE
307	NEUSEB_	NEUSE B OUTLINE
420	ALLACQF	AIRCRAFT ACQUIRE

6-107 EWN AEROBATIC PRACTICE AREA

An aerobatic practice area has been approved by waiver within 5 miles of the Coastal Carolina Regional Airport (EWN) from the surface to 4000 MSL and sectorized as follows:

Sector 1 East Box - The area between the EWN 040 radial, clockwise to the 130 radial, extending outward 5 miles from the geographic center of EWN airport.

Sector 2 South Box - The area between the EWN 130 radial, clockwise to the 220 radial, extending outward 5 miles from the geographic center of EWN airport.

Sector 3 West Box - The area between the EWN 220 radial, clockwise to the 310 radial, extending outward 5 miles from the geographic center of EWN airport.

Sector 4 North Box - The area between the EWN 310 radial, clockwise to the 040 radial, extending outward 5 miles from the geographic center of EWN airport.

Sector 5 Runway Box - The area within a 2 mile radius of the geographic center of EWN airport

See Figure 6-1-13.

6-108 MRH AEROBATIC PRACTICE AREA

An aerobatic practice area has been approved by waiver to the east of MRH from the surface to 4000 MSL. See Figure 6-1-14 for a depiction of this area.

6-109 VFR PILOT TRAINING AREAS

Tradewind Aviation has selected two areas north of the EWN airport and four areas in the vicinity of MRH airport for pilot training. Aircraft will normally conduct training at or below 4,000 feet MSL. These are not aerobatic areas, nor will they be used for anything other than routine flight instruction of VFR pilots. When pilot training is in progress, the aircraft may request VFR flight following enroute to, and while established in, these areas. Since part of each area exists outside NKT airspace, the provision of VFR flight following is entirely the controller's prerogative. See Figures 6-1-15 and 6-1-16.

6-110 RADAR WATCH CHECKLIST

Each watch (Day, Eve, Mid), the oncoming FWO shall ensure that the following checks are completed during the conduct of the watch and that the entry "WCLC" is made to the supervisor's log with any discrepancies not previously noted in the log:

All Position Consoles
All Radios, including ECS
Clocks
Wind Indicators
Weather Monitor
FDIO
VISCOM
Radar Displays
Status Board Accuracy
NAVAID Monitors
Pass Down Log
VIDS

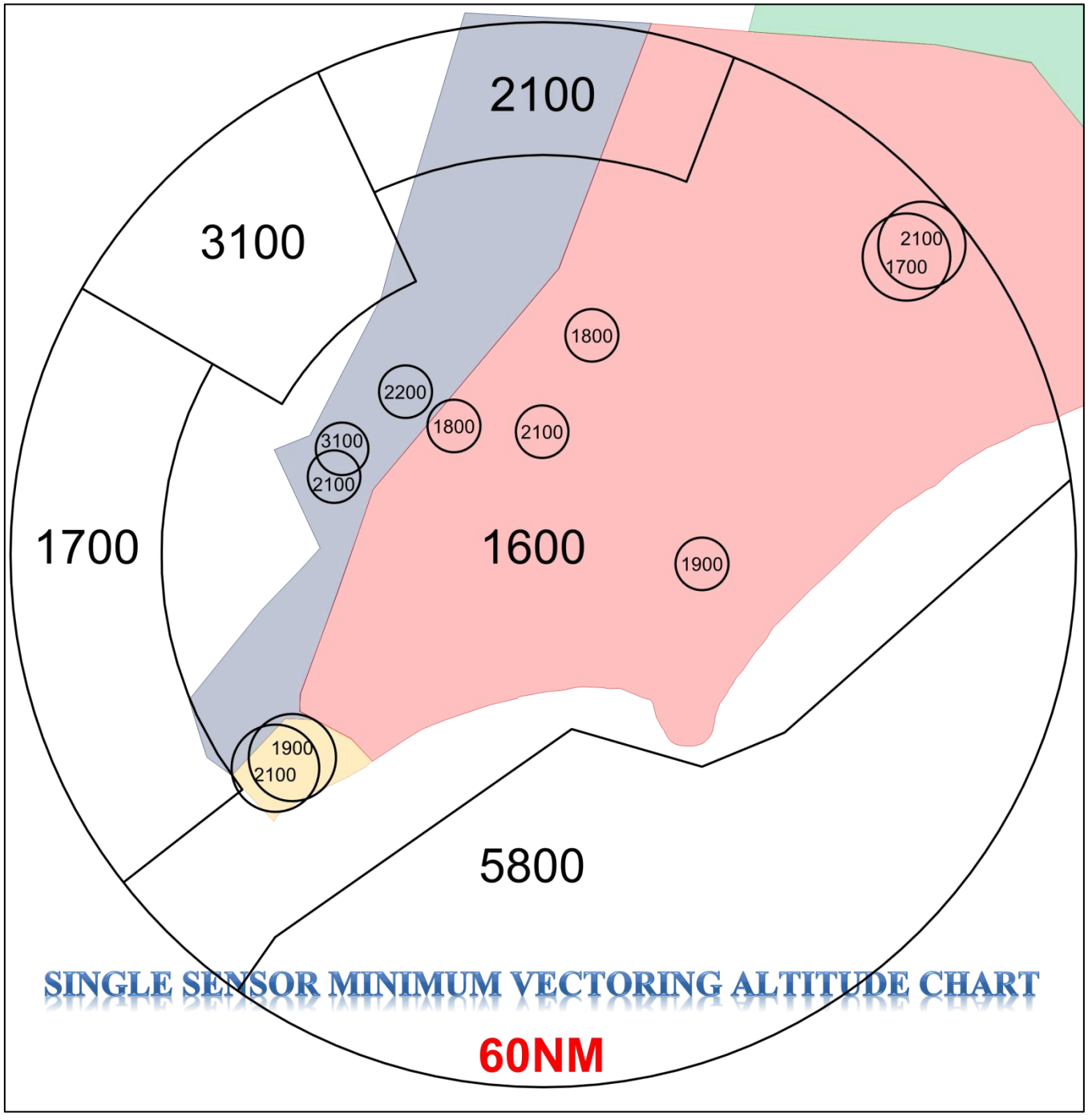

2100
3100
2100
1700
1800
2200
1800
2100
3100
2100
1700
1600
1900
1900
2100
5800
SINGLE SENSOR MINIMUM VECTORING ALTITUDE CHART
60NM

Figure 6-1-9

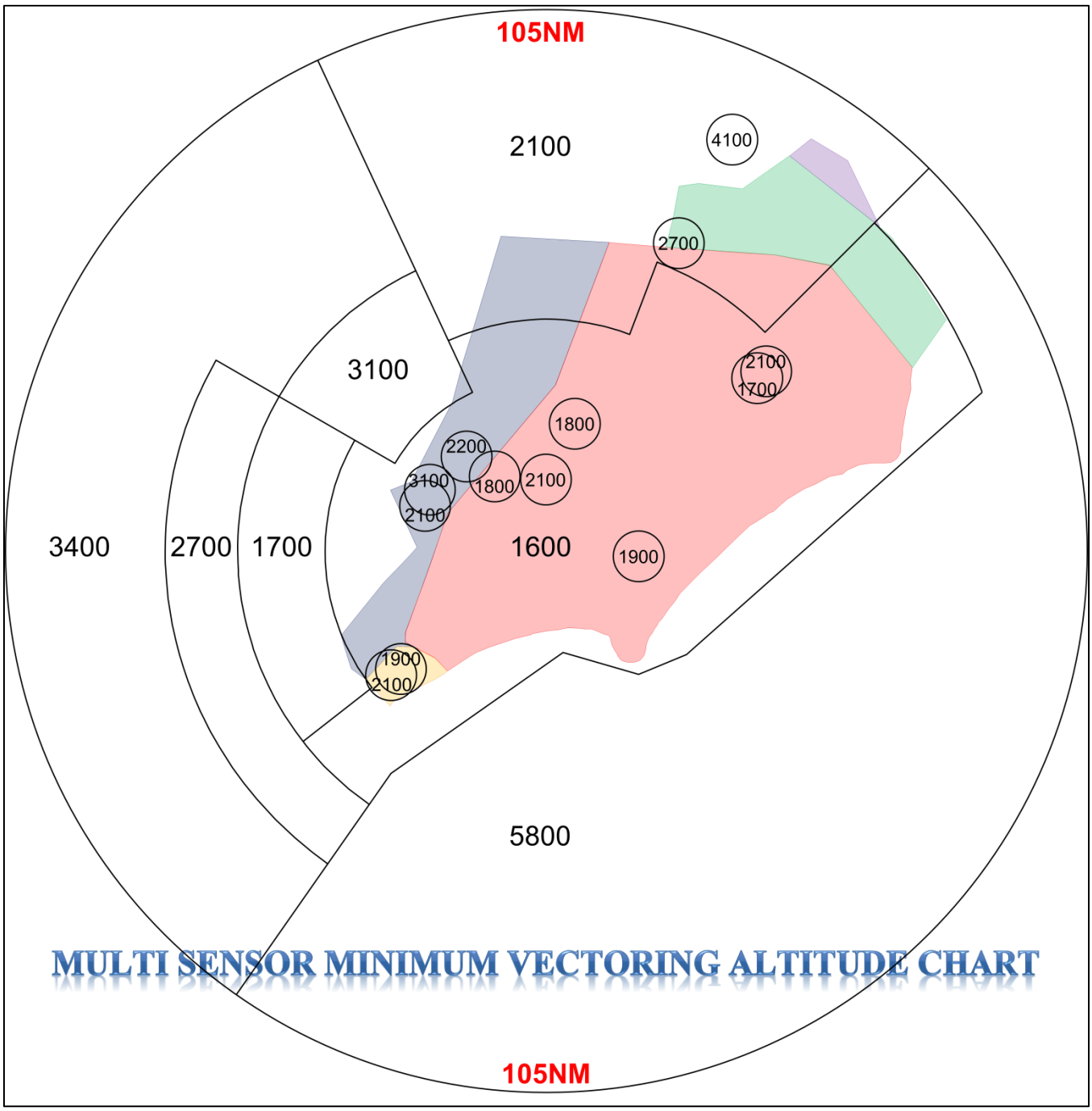

105NM
2100
4100
2700
3100
2100
1700
1800
2200
3100
1800
2100
2100
3400
2700
1700
1600
1900
1900
2100
5800
MULTI SENSOR MINIMUM VECTORING ALTITUDE CHART
105NM

Figure 6-1-10

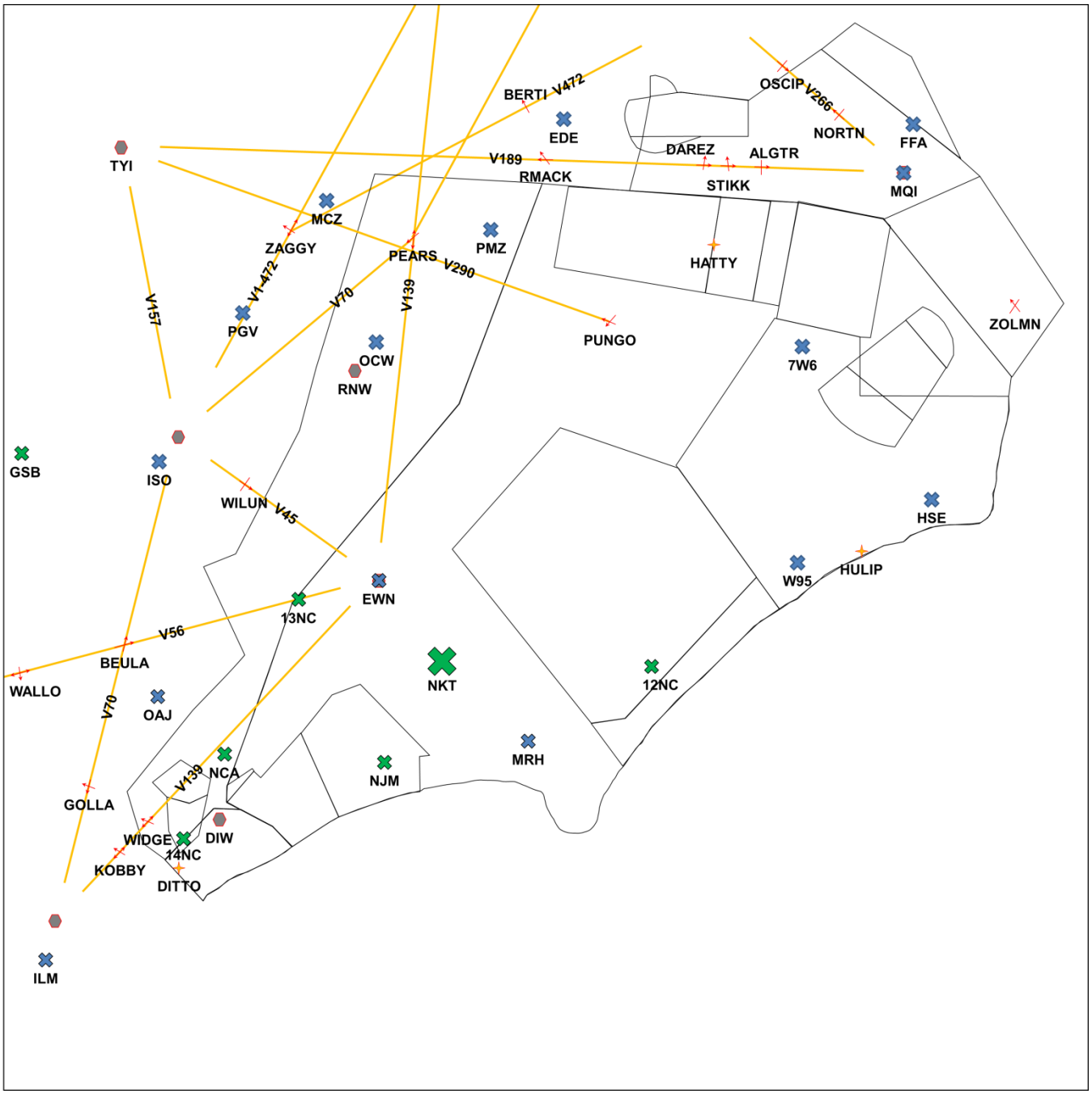

BERTI
V472
EDE
OSCIP
V266
NORTN
FFA
TYI
V189
RMACK
DAREZ
ALGTR
STIKK
MQI
MCZ
ZAGGY
PEARS
V290
PMZ
HATTY
V1472
V157
V70
V139
PGV
PUNGO
ZOLMN
OCW
RNW
7W6
GSB
ISO
WILUN
V45
HSE
W95
HULIP
EWN
13NC
V56
BEULA
WALLO
NKT
12NC
V70
OAJ
MRH
NJM
V139
NCA
GOLLA
WIDGE
DIW
14NC
KOBBY
DITTO
ILM

Figure 6-1-11

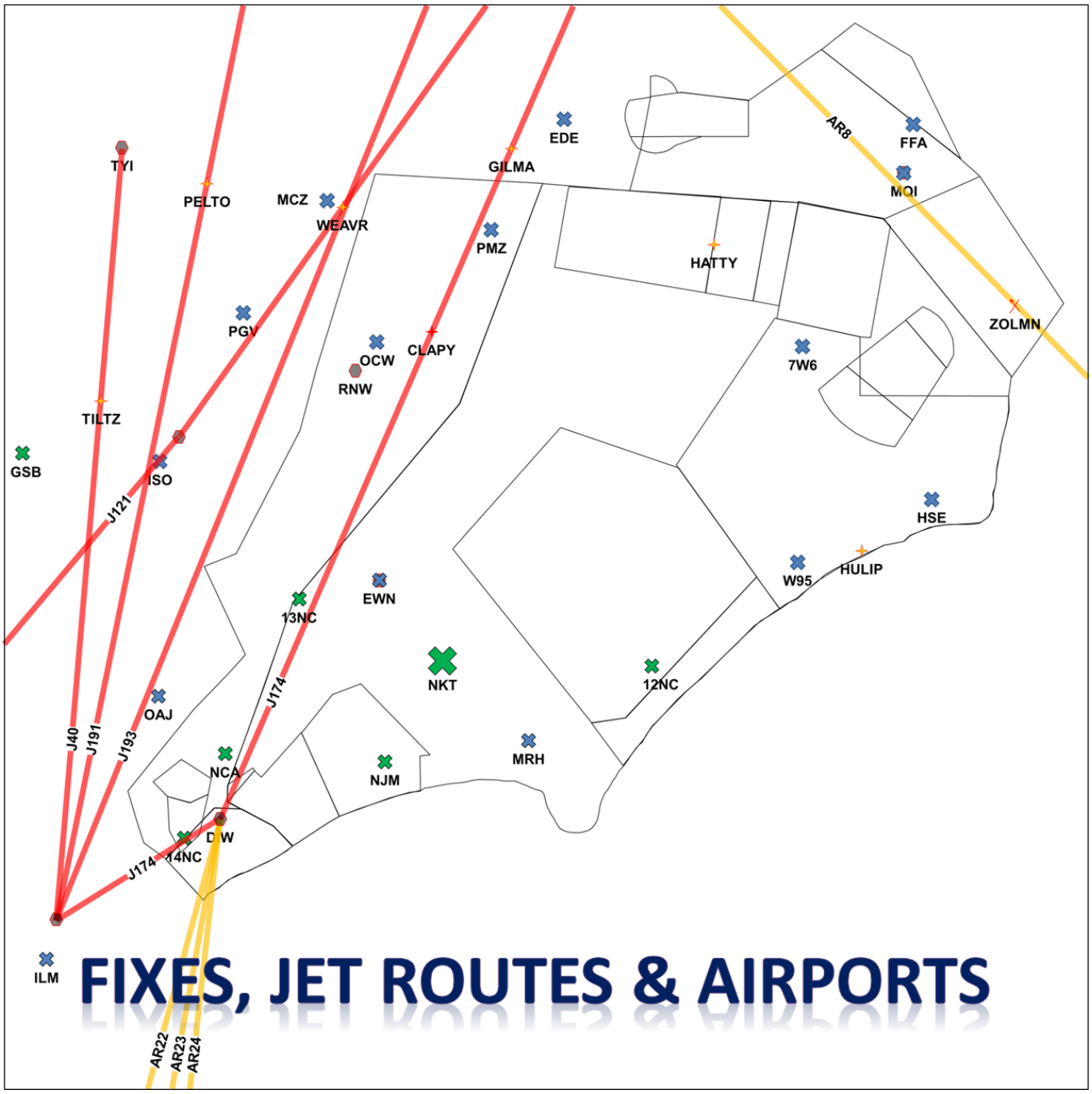

TYI
PELTO
MCZ
WEAVR
GILMA
EDE
AR8
FFA
MOI
PMZ
HATTY
ZOLMN
PGV
OCW
CLAPY
RNW
7W6
TILTZ
GSB
ISO
J121
HSE
W95
HULIP
EWN
13NC
NKT
12NC
OAJ
J174
J40
J191
J193
MRH
NCA
NJM
DEW
14NC
J174
ILM
AR22
AR23
AR24
FIXES, JET ROUTES & AIRPORTS

Figure 6-1-12

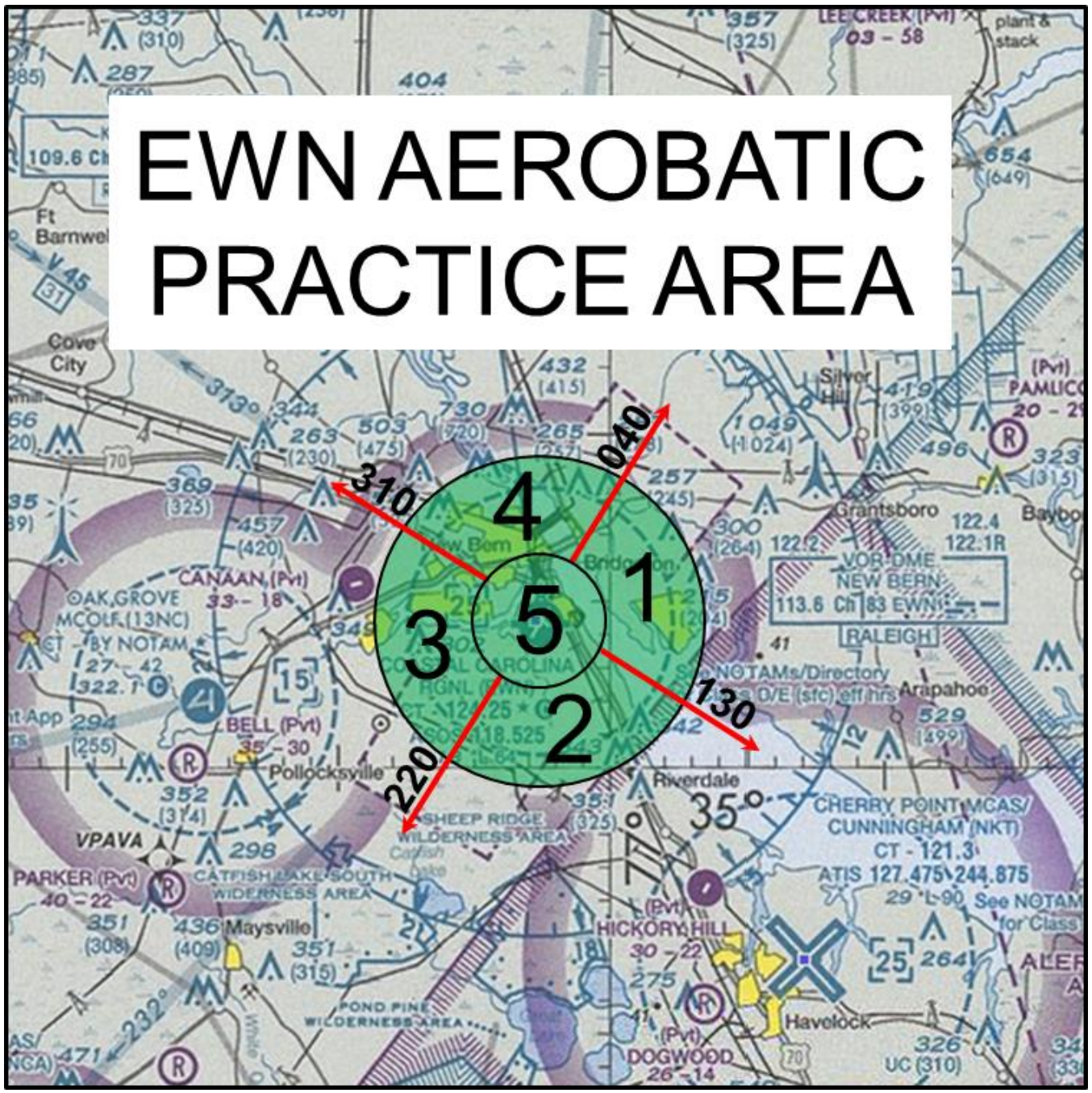

EWN AEROBATIC
PRACTICE AREA
4
1
5
3
2
040
310
130
220
Cove City
Ft Barnwell
CANAAN (Pvt)
OAK GROVE MCOLF (13NC)
BY NOTAM
BELL (Pvt)
Pollocksville
VPAVA
PARKER (Pvt)
CATFISH LAKE SOUTH WILDERNESS AREA
Maysville
POND PINE WILDERNESS AREA
SHEEP RIDGE WILDERNESS AREA
Riverdale
HICKORY HILL (Pvt)
DOGWOOD (Pvt)
Havelock
CHERRY POINT MCAS/ CUNNINGHAM (NKT)
CT - 121.3
ATIS 127.475 244.875
See NOTAM for Class
Grantsboro
VOR/DME NEW BERN 113.6 Ch 83 EWN
RALEIGH
NOTAMs/Directory
Arapahoe
Silver Hill
LEE CREEK (Pvt)
plant & stack
PAMLICO (Pvt)

Figure 6-1-13

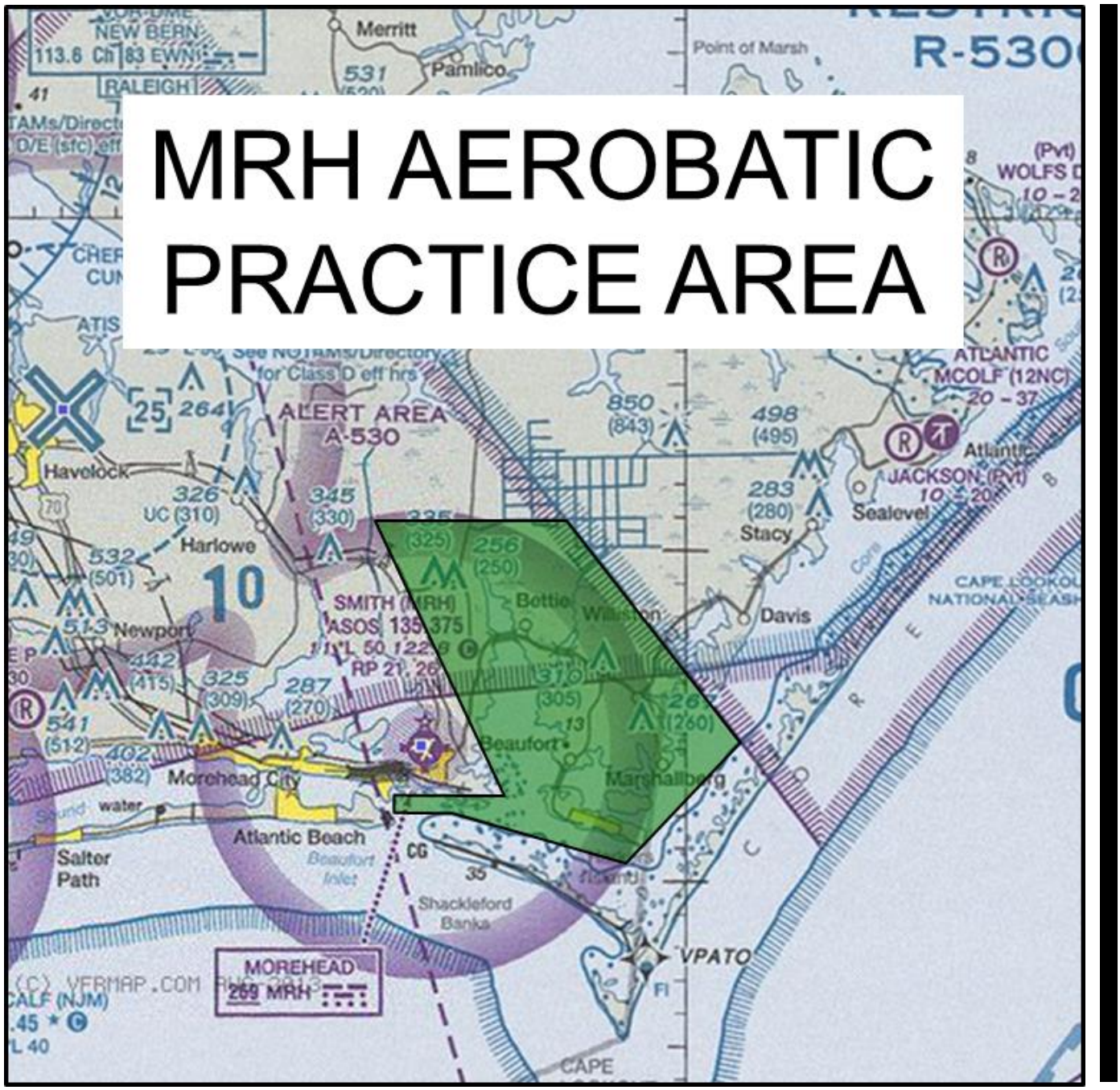

MRH AEROBATIC
PRACTICE AREA
NEW BERN
113.6 Ch 83 EWN
RALEIGH
Merritt
Pamlico
Point of Marsh
R-530
ALERT AREA
A-530
Havelock
Harlowe
Newport
Morehead City
Atlantic Beach
Salter
Path
Beaufort
Marshallberg
Stacy
Davis
Sealevel
JACKSON (PVT)
ATLANTIC
MCOLF (12NC)
SMITH (MRH)
ASOS 135.375
MOREHEAD
269 MRH
VPATO
Shackleford
Banks
CAPE

Figure 6-1-14

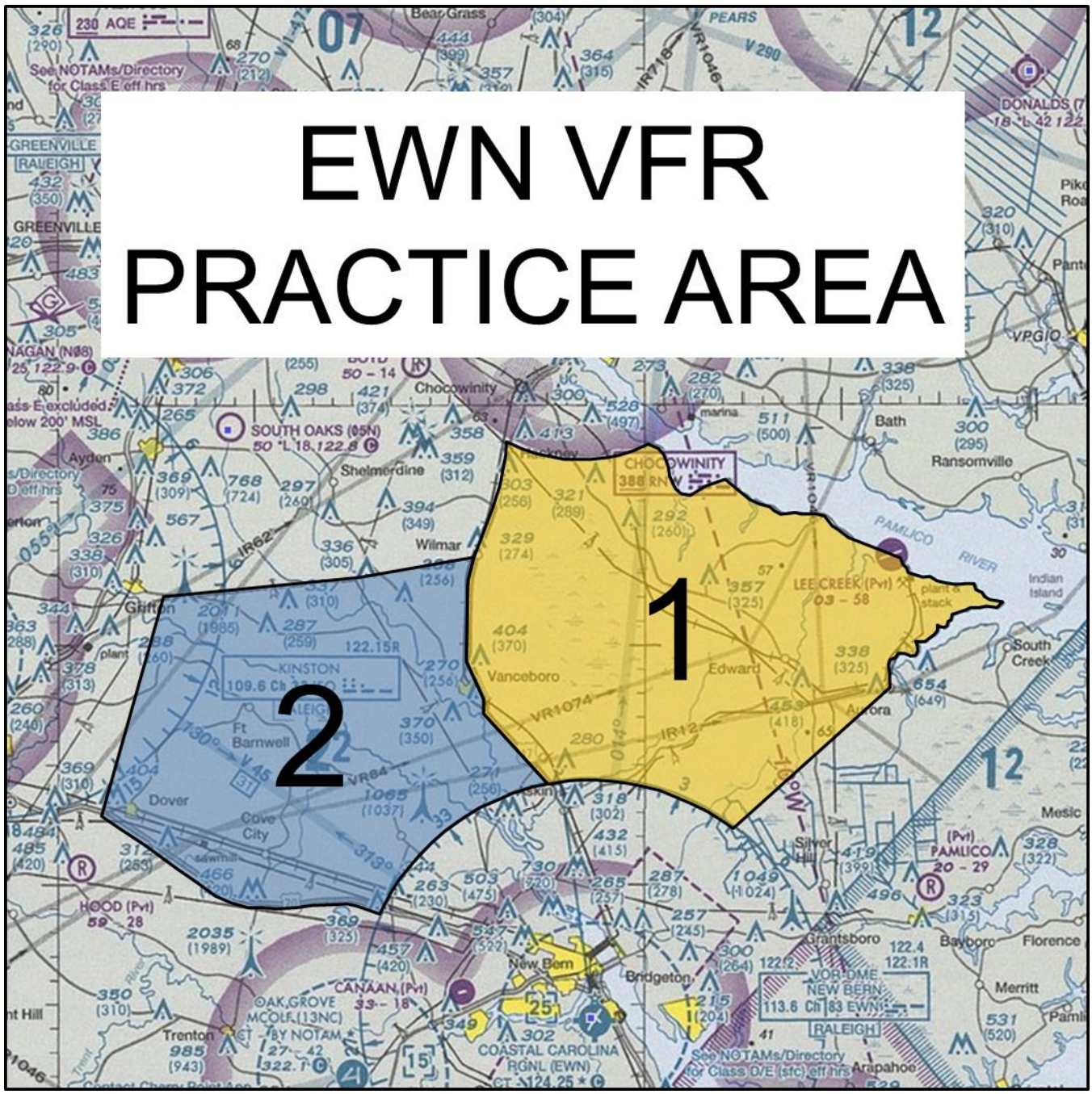

EWN VFR
PRACTICE AREA
1
2
Chocowinity
SOUTH OAKS (05N)
Aydon
Shelmerdine
Wilmar
Grifton
Vanceboro
Edward
LEE CREEK (Pvt)
Bath
Ransomville
Indian Island
South Creek
Ft Barnwell
KINSTON
Dover
Cove City
HOOD (Pvt)
CANAAN (Pvt)
OAK GROVE MCOLF (13NC)
Trenton
New Bern
Bridgeton
COASTAL CAROLINA RGNL (EWN)
VOR/DME NEW BERN
RALEIGH
Grantsboro
Silver Hill
PAMLICO (Pvt)
Bayboro
Florence
Merritt
Arapahoe
Mesic
PEARS
DONALDS
GREENVILLE
RALEIGH
PAMLICO RIVER

Figure 6-1-15

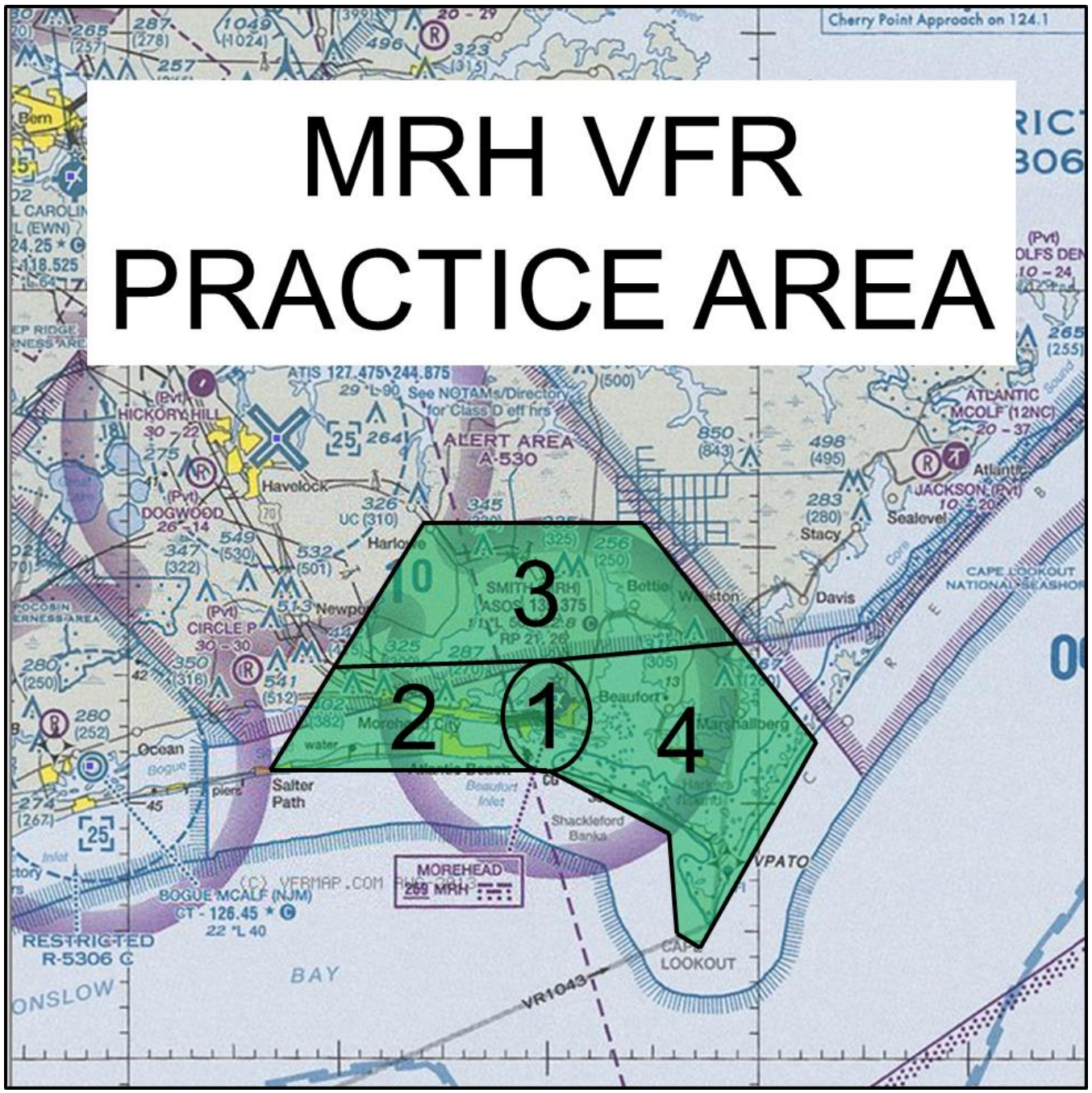

MRH VFR
PRACTICE AREA
3
2
1
4
Cherry Point Approach on 124.1
ATIS 127.475 244.875
See NOTAMs/Directory for Class D eff hrs
ALERT AREA A-530
HICKORY HILL
Havelock
DOGWOOD
CIRCLE P
Newport
Harlowe
Bettie
Williston
Davis
Stacy
Sealevel
ATLANTIC MCOLF (12NC)
JACKSON (Pvt)
CAPE LOOKOUT NATIONAL SEASHORE
Beaufort
Marshallberg
Ocean
Salter Path
Shackleford Banks
MOREHEAD 269 MRH
BOGUE MCALF (NJM)
CT 126.45
RESTRICTED R-5306 C
BAY
ONSLOW
VR1043
CAPE LOOKOUT
VPATO

Figure 6-1-16

Blank

Section 2. OPERATING POSITIONS

6-200 TERMINAL RADAR TEAM POSITIONS

a. The Radar Branch consists of four Primary Radar Positions (Approach East, Approach North, Approach West, and Arrival Control) as well as Associate Positions. Approach East will provide all services to departing aircraft from NKT. The Radar Branch also has a Flight Data position and Final Control operating positions. The responsibilities of each position in the IFR room have been developed using the Team Concept and Intent and are listed below.

REFERENCE
FAA JO 7110.65, paragraph 2-10-1

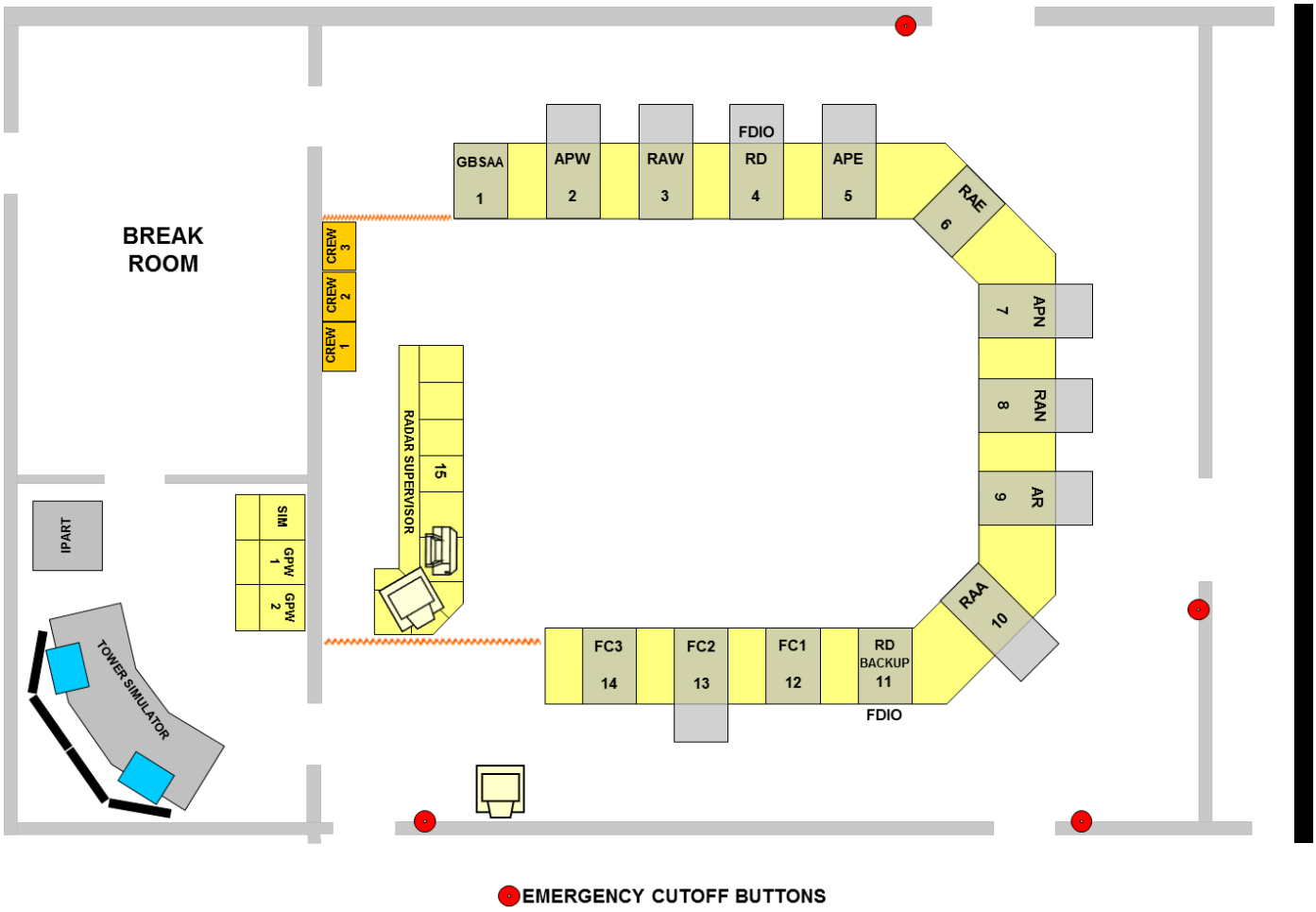
b. IFR Room team positions are shown below.

6-201 SATCS

An SATCS is considered available when he/she is physically present in the operational area and is able to perform the primary duties of the SATCS. If the SATCS leaves the operational area, or is engaged in an activity which may interfere with or preclude the performance of SATCS duties, then an ATCS must be assigned. The ATCS in this case does not perform SATCS duties such as:

a. Performance evaluation or counseling of employees.

b. Explaining and gaining support of Marines/employees for management policies and goals.



6-202 RADAR SUPERVISOR

Duties and responsibilities are listed in ATC NATOPS, FAA JO 7110.65, local directives and the following:

a. RS will normally be combined with the FWO. When the FWO will not be in the Radar branch for an extended period of time or deems it necessary otherwise, the FWO may delegate the RS.

b. RS will only be decombined when a Marine controller is present to perform the duties of RS. At no time will a civilian controller be tasked to perform the duties of RS when the positions are decombined.

c. The RS shall be an OJTI on all radar operating positions and will be designated in writing by the ATCFO.

REFERENCE
NAVAIR 00-80T-114, paragraph 9.1.2.2
FAA JO 7110.65

6-203 APPROACH WEST

Duties and responsibilities are listed in ATC NATOPS, FAA JO 7110.65, local directives and the following:

a. Relay clearances to EWN Tower and NCA Tower when applicable.

b. Post current runway and weather data for satellite airports within the APW airspace.

c. Notify NCA of any SUA activity upon NCA opening.

REFERENCE
FAA JO 7110.65, paragraph 2-10-2
NAVAIR 00-80T-114, paragraph 9.1.3.1 and 9.1.3.2
LOA Between NKT Approach and EWN Tower
LOA Between NKT Approach and NCA Tower

6-204 APPROACH EAST

This position performs the duties and responsibilities of terminal area control service and SUA control as outlined in the references within the designated airspace and the following:

a. May, without verbal coordination, authorize participants into APN SUA, except subareas, after completing an automated handoff or for participants departing NKT, after receiving flight progress information from APN.

NOTE
Participant aircraft departing NKT will call APN for squawk into North Sector SUA.

NOTE
ATC will not approve actual mission numbers to avoid implying that actions of aircraft within SUA are approved.

b. Provides approved separation between military participants and any IFR or VFR non-participant aircraft authorized in SUA.

c. Provides all services to departing aircraft from NKT.

d. Must APREQ all northbound aircraft with APN to ensure awareness toward potential conflicting enroute traffic between GSB and R-5314.

REFERENCE
NAVAIR 00-80T-114, paragraphs 9.1.3.1 and 9.1.3.2

6-205 APPROACH NORTH

This position performs the duties and responsibilities of terminal area control service and SUA control as outlined in the references within the designated airspace. Also, APN provides approved separation between military participants and any IFR or VFR non-participant aircraft authorized in SUA.

REFERENCE
FAA JO 7110.65
NAVAIR 00-80T-114, paragraphs 9.1.3.1

6-206 RADAR ASSOCIATE POSITIONS

Responsibilities for the Radar Associate Positions RAE, RAN and RAW are listed in FAA JO 7110.65. The assignment of these positions is at the discretion of the FWO.

REFERENCE
FAA JO 7110.65, paragraph 2-10-2
NAVAIR 00-80T-114, paragraph 9.1.3.3

6-207 ARRIVAL CONTROL

Duties and responsibilities are listed in ATC NATOPS, FAA JO 7110.65, local directives to include the following:

a. Notify CCL when IFR practice instrument approach departure is RTB and no longer going to remain within the GCA defined pattern.

b. Verbally coordinate with the tower when a pilot has requested a PAR approach and identified a desired pad for landing.

REFERENCE
NAVAIR 00-80T-114, paragraph 9.1.3.5
FAA JO 7110.65, paragraph 2-10-2

6-208 RADAR ASSOCIATE ARRIVAL

Responsibilities of ASA are listed in FAA JO 7110.65, local directives and the following.

a. Coordinate ALL approaches to other than the active runway by VISCOM at 10 miles and verbally coordinate the intended runway.

b. When more than 3 miles separation is required from preceding aircraft, inform the final controller of the reason.

EXAMPLE
"Button (#), following a heavy C-5"

c. When evaluating the weather environment, prior to transition from no overhead approach(es) to overhead approach(es), coordinate with the final controller ensuring appropriate climbout instructions are issued during the evaluation period.

d. Verbally coordinate the following with the control tower for aircraft conducting <u>other than radar approaches to NKT</u>.

(1) Flights

(2) Ordnance

(3) All "other" type aircraft including call sign if full-stop.

(4) Options

(5) Call sign of all transient full-stop aircraft.

(6) AV8 full-stop type landing if other than slow.

(7) Circling approaches.

(8) All MARS 9XX series aircraft.

REFERENCE
FAA JO 7110.65, paragraph 2-10-2
NAVAIR 00-80T-114, paragraph 9.1.3.3

6-209 FINAL CONTROL

The responsibilities of FC are established by NATOPS and the following:

a. Informs the RAA position when a wave-off is initiated to include call sign, frequency, and control instructions issued.

b. Conducts precision and surveillance approaches to NKT.

c. After coordinating with CCL, notify RAA of any aircraft landing at NKT that declares an emergency on final.

d. Verify the radio channel being used and position when accepting a radar hand-off.

e. Inform CCL of any emergency aircraft requesting the jog.

f. Verbally coordinate the following with the control tower for aircraft conducting radar approaches to NKT.

(1) Flights

(2) Ordnance

(3) Circling approaches.

PHRASEOLOGY
"Radar contact, button (#), position"

g. Notify CCL when IFR GCA departure is RTB and no longer going to remain within the GCA defined pattern.

REFERENCE
NAVAIR 00-80T-114, paragraph 9.1.3.7

6-210 RADAR FLIGHT DATA

The responsibilities of RD are established by NATOPS, local directives, and the following.

a. Notify the FWO and adjacent positions of any change in Special Use Airspace status.

b. Update the flight data status information board.

c. Forward initial inbound information to EWN Tower on aircraft landing EWN.

d. At midnight, the midwatch will stamp the flight strips with the appropriate date and collect all position logs that have been used during the previous day.

e. Obtain time checks with ZDC at the beginning of each watch.

f. Notifying appropriate positions of equipment status.

g. Forward flight plan information on arrivals to FD when appropriate.

h. Notify NVF (Giant Killer) when ATCAA (Neuse) is assumed/returned from/to ZDC by NKT.

REFERENCE
NAVAIR 00-80T-114, paragraph 9.1.3.6

Section 3. RADAR PROCEDURES

6-300 GENERAL

Specific references contained as an appendix, the Airfield Operations Manual and publications/ instructions available in the facility library form the basis for procedural application in this section. All controllers must be thoroughly familiar with the specific reference material to fully understand the procedural application.

6-301 AOM TOPICS

a. AV8 Harrier operating procedures

b. Local terms.

c. Quiet hours.

d. Landing procedures.

e. Helicopter operations.

f. Ordnance.

g. Jettisoning fuel and ordnance.

h. Planned ejection area.

i. FCLPs/CCA

j. Traffic patterns.

k. Noise sensitive areas/complaints.

l. VFR straight in approach.

m. Lost communication procedures.

n. Overdue aircraft.

o. DV procedures.

p. Emergency arresting gear.

q. Navigational aids.

r. Local channels.

s. Civil transient aircraft.

t. Search and Rescue (SAR).

u. Closed field operations.

6-302 CONTACT APPROACH

Upon a pilot's request for a contact approach, the PAR controller will clear the aircraft for the contact approach. When the radar segment of the approach is complete, the FC will monitor the assigned frequency and position 18 on the intercom until the pilot contacts the tower. The CCL shall advise the RAA when the contact approach to the pad has landed.

REFERENCE
AOM, paragraph 3014.7
ATCFM, paragraph 5-302

6-303 GCA AND ILS PATTERNS

The standard GCA patterns for all runways at NKT are depicted in figures 6-3-1 through 6-3-4. Initial crosswind turn of GCA pattern is designed to remain within the confines of the CDSA.

6-304 FDIO TEST FLIGHT PLANS

When entering a test flight plan in the FDIO, use "TTT" as the first part of the call sign. Doing so will identify the flight plan as a test (NOT4ATC) to the receiving controller. When the flight plan information is no longer required, enter an RS to remove the data from the computer.

Figure 6-3-1

Figure 6-3-2

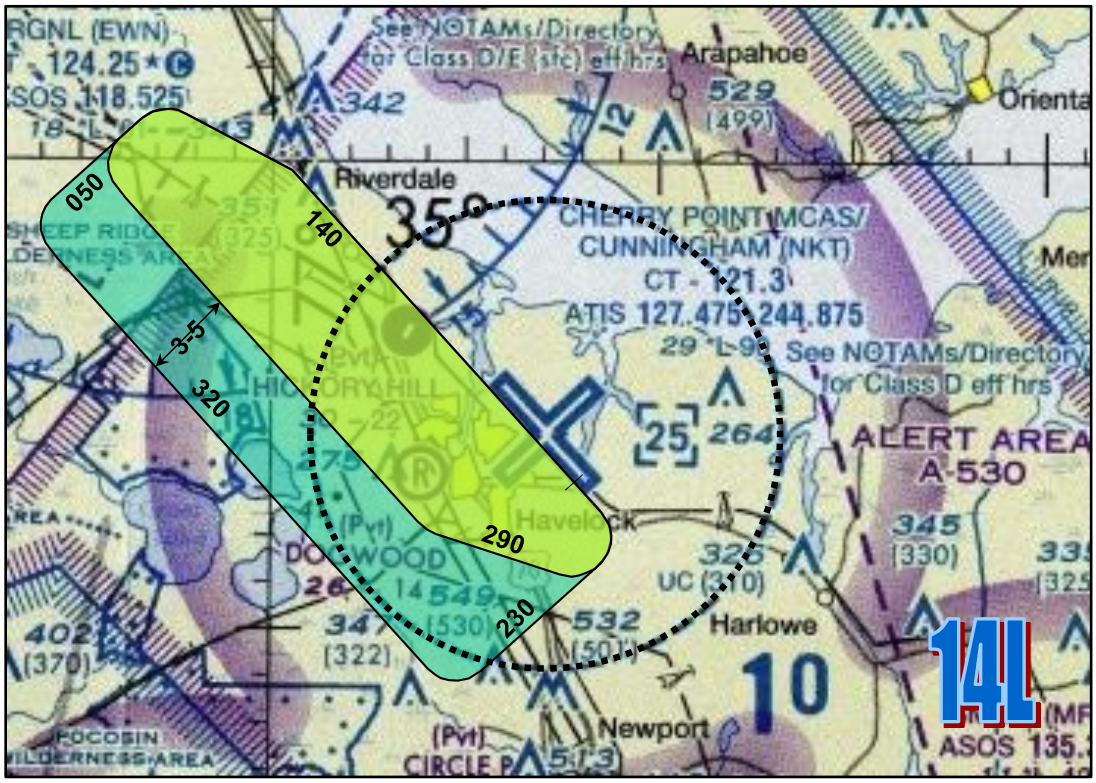


Figure 6-3-3

Figure 6-3-4

6-305 INSTRUMENT APPROACHES

The following approaches have been established for airports within the MCAS Cherry Point airspace. Refer to the appropriate Flight Information Publication or VIDS for a detailed description.

a. NKT

TACAN RWY 32L
TACAN RWY 14L
TACAN RWY 5R
HI-TACAN RWY 14L
HI-TACAN Z RWY 32L
HI-TACAN Y RWY 32L
ILS or LOC/DME RWY 23R
RNAV (GPS) RWY 23R
RNAV (GPS) RWY 5R
RNAV (GPS) RWY 32L
COPTER TACAN RWY 23R

b. EWN

ILS or LOC RWY 4
VOR RWY 4
VOR RWY 22
RNAV (GPS) RWY 4
RNAV (GPS) RWY 22

c. MRH

NDB RWY 14
NDB RWY 21
RNAV (GPS) RWY 14
RNAV (GPS) RWY 3
RNAV (GPS) RWY 8
RNAV (GPS) RWY 21
RNAV (GPS) RWY 26
RNAV (GPS) RWY 32

d. NJM

TACAN RWY 23

e. NCA

TACAN RWY 5
TACAN RWY 19
RNAV (GPS) RWY 1
RNAV (GPS) RWY 19
TACAN RWY 23
ILS or LOC/DME RWY 1
TACAN RWY 1
RNAV GPS RWY 5
RNAV GPS RWY 23

When NCA is holding at BADAD IAF for the RNAV (GPS) RWY 1 approach, coordination is required with both ILM and NVF. NCA does not have communication ability with NVF so they will point out the aircraft to AW, which shall then point out the holding aircraft to NVF and relay back to NCA whether the point out is approved or not.

f. W95 (Ocracoke)

RNAV (GPS) RWY 6
RNAV (GPS) RWY 24

g. HSE (Billy Mitchell)

RNAV (GPS) RWY 7
RNAV (GSP) RWY 25

h. 95N (Onslow Hospital)

COPTER RNAV(GPS) 272
COPTER RNAV(GPS) 092 DEP

i. OCW (Washington)

LOC RWY 5
RNAV (GPS) RWY 5
RNAV (GPS) RWY 23
RNAV (GPS) RWY 17
RNAV (GPS) RWY 35
VOR/DME RWY 5

j. MQI (Manteo)

RNAV (GPS) RWY 17
RNAV (GPS) RWY 5
RNAV (GPS) RWY 23
VOR RWY 17

k. PMZ (Plymouth)

RNAV (GPS) RWY 3
RNAV (GPS) RWY 21

REFERENCE
FLIP Low Altitude United States, Vol. 17

FLIP High Altitude United States, Southeast
USGFIP, Southeast Vol 2 of 4

6-306 RADAR APPROACH MINIMUMS

Radar approach weather minimums and minimum descent altitudes are published in Flight Information Publications Low Altitude United States, Vol 17.

6-307 ASR RECOMMENDED ALTITUDES FOR NKT

All Runways

5 miles	4 miles	3 miles	2 miles
FAF	1300	1000	700

REFERENCE
FAA JO 7110.65, paragraph 5-11-1

6-308 CLIMBOUT INSTRUCTIONS

Before an aircraft which plans to execute a low approach or touch-and-go begins final decent, issue appropriate departure instructions to be followed upon completion of the approach. The term "overhead" indicates that weather conditions at NKT allow aircraft to conduct VFR overhead approaches. The term "no overhead" indicates that the VFR overhead pattern is not available and that aircraft are likely to encounter IFR conditions during the approach.

PHRASEOLOGY

(1) OVERHEAD - ***"After completing low approach/touch and go/option, climb and maintain 1000, at the field boundary climb and maintain 1600, fly runway heading."*** or ***"Maintain VFR, squawk standby, contact tower upwind."***

(2) NO OVERHEAD - ***"After completing low approach/touch and go/option, climb and maintain 1600, fly runway heading."***

(3) EWN - ***"After completing low approach/touch and go/option, climb and maintain 2000, fly runway heading."***

REFERENCE
FAA JO 7110.65, paragraph 5-10-12

6-309 SPECIAL USE AIRSPACE SCHEDULE

R-5306A/C/HAT F/NEUSE schedule is obtained via E-mail from Central Scheduling, to include weekends and holidays, if applicable.

REFERENCE
Letters of Agreement

6-310 EQUIPMENT STATUS NOTIFICATION

a. FWOs shall ensure that appropriate sectors and maintenance personnel are notified of equipment status changes.

b. FDIO/Automation - RD shall notify the following facilities when the FDIO and/or Automation is out of service.

Washington Center
Wilmington Approach
Seymour-Johnson Approach
New River Tower
New Bern Tower
Giant Killer
Cherry Point Tower

NOTE
The RD controller will be responsible for notifying FD when either or both the FDIO/Automation are out of service.

6-311 VISCOM COORDINATION

The VISCOM provides nonverbal communications between tower and radar for the coordination of aircraft on a radar or instrument approach. Any required coordination that cannot be communicated via the VISCOM shall be completed via the IVCSS. The communication panels are located above positions 1,2,3 and 7 in radar and position 18 in the tower. Each panel is divided into three groups.

a. Group One – Type Aircraft

C-130
A-6
F-18
AV8

Other (requires verbal coordination)

b. Group Two – Type Approach/Wave Off

Full Stop
T/G (touch and go)
Low App
ZDW (tower downwind)
Wave Off

NOTE
The absence of a group two light during a 10 or 6 mile coordination indicates that the pilot is requesting the option.

c. Group Three – Distance/ Continue/ Clearance

10 Mile (for off duty runways)
6 Mile
3 Mile
Cont (continue approach)
Clear

Each button, when pushed by the sending controller, activates an aural alarm at the receiving controller's position and continues to flash until the receiving controller pushes the same button, acknowledging receipt of the information. Upon completion of an approach, each controller must push the reset button to prepare the panels for the next approach.

d. Do not clear VISCOM until over landing threshold for any approach except for contact approach. This will allow tower to waveoff the aircraft at any time. For a contact approach, once the aircraft is over to tower frequency and it is confirmed by monitoring LC position, contact approach VISCOM may be cleared.

REFERENCE
ATCFM, paragraph 6-316 and 5-415

6-312 SPEAKER/LANDLINE POSITION ASSIGNMENT

The FWO will notify ATCM when the landline speaker(s) needs to be assigned to a certain position other than the one previously assigned.

6-313 NEW BERN WAVEOFFS

When waveoff issued on final by New Bern Tower or Cherry Point Approach.

PHRASEOLOGY
"Climb and maintain 2000, fly runway heading, acknowledge."

6-314 SIMULATED FLAME OUT/PPA

Simulated flame out and practice precautionary approaches require Letters of Agreement with the specific unit requesting these maneuvers. No SFOs are currently authorized at Cherry Point. PPAs are authorized for E-2 aircraft through a Letter of Agreement with VAW120.

REFERENCE
VAW120 and MCAS Cherry Point LOA
FAA JO 7110.65, paragraph 3-10-13

6-315 DEPARTURE HEADINGS

When APE or AR issues a turn to a departing aircraft on runway heading, that turn shall be 15^{o} or more.

REFERENCE
FAA JO 7110.65, paragraph 5-8-3
ATCFM, paragraph 4-304

6-316 CHERRY POINT WAVEOFFS

a. When waveoff issued more than 3 miles on final.

PHRASEOLOGY

RUNWAY 32L
"(call sign) tower directs waveoff, climb and maintain 1600, turn left heading 230, acknowledge."

RUNWAY 23R
"(call sign) tower directs waveoff, climb and maintain 1600, turn right heading 320, acknowledge."

RUNWAY 14L
"(call sign) tower directs waveoff, climb and maintain 1600, turn right heading 230, acknowledge."

RUNWAY 5R
"(call sign) tower directs waveoff, climb and maintain 1600, turn right heading 140, acknowledge."

NOTE
*For no gyro approaches, replace the assigned heading with the phrase "**for three zero seconds**"*

b. When waveoff issued at 3 miles or less on final or if tower clearance is not received by 2 miles (1 mile if tower issued a continue).

PHRASEOLOGY

ALL RUNWAYS - OVERHEAD

*"(call sign) **Tower clearance cancelled or tower clearance not received, climb and maintain 1000, at the field boundary climb and maintain 1600, fly runway heading, acknowledge."***

ALL RUNWAYS - NO OVERHEAD

*"(call sign) **Tower clearance cancelled or tower clearance not received, climb and maintain 1600, fly runway heading, acknowledge."***

NOTE
(1) When waveoff instructions are issued, ensure waveoff button on VISCOM is activated.

(2) Once the 3 mile button is activated and subsequently the aircraft is waved off, the tower expects the waveoff to be straight ahead unless otherwise coordinated.

REFERENCE (for phraseology)
FAA JO 7110.65, paragraph 5-10-13, 5-10-14, 5-11-6
FAA Order 8200.1, paragraph 216.3208

c. PAR Target Interpretation and Safety Limits Exceeded.

REFERENCE
NAVAIR 00-80T-114, paragraphs 9.2.6.7.4 and 9.2.6.7.5

6-317 AV-8 MINIMUM FUEL GCA

An AV-8 minimum fuel GCA is flown by delaying gear extension until just prior to the descent point. The controller should notify the pilot when the aircraft is approximately 30 seconds from the glideslope. At this point, the aircraft is configured for landing, the checklist is completed and the remainder of the approach is flown normally.

REFERENCE
NATOPS FLIGHT MANUAL, AV-8, paragraph 19.2.1.8.2

6-318 CLOSED CONTROL TOWER AT MCAS NEW RIVER

a. MCAS Cherry Point will allow/clear IFR aircraft for instrument approaches into NCA when ATC services are not available in accordance with applicable rules and regulations. NCA operations will issue a NOTAM stating "ATC SERVICES ARE UNAVAILABLE". This is a change from the airfield being previously NOTAMed "CLOSED".

b. To ensure the ability to communicate with aircraft inbound to NCA, aircraft will not be descended below 3000 feet until cleared for the approach. Ensure all communications with the aircraft is completed prior to the aircraft descending below 3000 feet.

6-319 MISSED APPROACH INSTRUCTIONS

a. Before an aircraft starts final descent for a full stop landing and weather reports indicate that any portion of the final approach will be conducted in IFR conditions, issue a specific missed approach procedure approved for the radar approach being conducted.

PHRASEOLOGY

(1) NKT - ***"Climb and maintain 1600, fly runway heading, acknowledge."***

(2) EWN - ***"Climb and maintain 2000, fly runway heading, acknowledge."***

REFERENCE
FAA JO 7110.65, paragraph 5-10-11

b. For surveillance approaches, specify the location of the missed approach point in relation to the runway.

PHRASEOLOGY
"Missed approach point is point eight five miles from runway"

REFERENCE
FAA JO 7110.65, paragraph 5-10-11

6-320 LOST COMM INSTRUCTIONS

When weather reports indicate that an aircraft will likely encounter IFR weather conditions during the approach, issue lost communication instructions as soon as possible after establishing radar identification and radio communications.

PHRASEOLOGY
NKT (TACAN Equipped) - ***"If no transmissions received for one minute in the pattern or (five/fifteen) seconds on final approach, attempt contact Cherry Point Approach 268.7/124.1 and proceed VFR. If unable, proceed to TARHL DME fix, maintain last assigned altitude, proceed with TACAN runway 32 left approach (circle to runway ____)."***

NKT (Non-TACAN Equipped) - ***"If no transmissions received for one minute in the pattern or (five/fifteen) seconds on final approach, attempt contact Cherry Point Approach 268.7/124.1 and proceed VFR. If unable, proceed to GRAVY initial approach fix, maintain last assigned altitude, proceed with ILS runway 23 right approach (circle to runway ____)."***

REFERENCE
FAA JO 7110.65, paragraph 5-10-4
AOM, paragraph 4003

6-321 RESTRICTED LOW APPROACH

PHRASEOLOGY
"(call sign) ***Cleared restricted low approach at or above five two niner, traffic*** *(description and location)****, acknowledge restriction."***

REFERENCE
FAA JO 7110.65, paragraph 3-10-10

6-322 RADAR APPROACH CONFIRMATION

Regarding radar approach guidance (course and/or elevation) discontinuance. The following is guidance for the final controller.

a. When NKT is reporting VFR and the pilot states, ***"Airport in sight/proceeding visually/got the airport"*** or some other similar phrase, the final controller may ask the pilot. *"(call sign)* ***Are you canceling your radar approach?"***

(1) If the answer is affirmative, instruct the aircraft, *"(distance)* ***mile(s) from touchdown, proceed visually*** *(additional instructions/clearance as required)* ***remain this frequency"***. Monitor the frequency and provide clearances or coordination (via VISCOM and/or intercom) as necessary just as if conducting a PAR or ASR. This operation is transparent to the tower.

(2) If the answer is negative, continue with the PAR or ASR instructions.

b. When NKT is reporting IFR, PAR or ASR instructions shall be in accordance with the established directives.

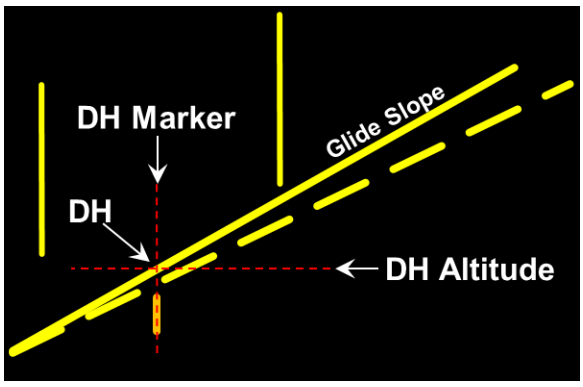
6-323 RUNWAY THRESHOLD, APPROACH LIGHT AND DECISION HEIGHT CALLS FOR PAR

a. Cherry Point's centerline reflectors are approximately 250-300 feet from the landing threshold which is at the end of the runway. The touchdown zone includes the first 3000 feet of the runway. PAR touchdown is between 668 and 1051 feet from the approach end of the runway.

(1) To be consistent in instruction, the "over landing threshold" call shall be made when the aircraft passes the centerline reflector.

(2) The "over the approach lights" call shall be made at ½ mile from touchdown for runways 23R and 32L.

b. Decision height (DH) is different for each runway and is depicted on the PAR indicator as a small electronic marker. This marker represents the point on the glide slope (GS) where an aircraft on GS will encounter the DH altitude. See the depiction below.



NOTE
Depending on the aircraft's track along the GS, the aircraft will reach the DH altitude early if the aircraft is slightly below or below the GS. The aircraft will reach DH altitude later is the aircraft is slightly above or above the GS.

6-324 INFORMATION AND STATUS BOARDS

There are several Information and Status Boards located above various positions in the radar room.

a. The Information Boards contain permanent information on local airports, frequencies, minimum vectoring altitudes, etc.

b. The Status Boards contain real-time status of local airports, weather, runways, special use airspace, and other information that affects the facility throughout each watch.

c. Procedures

(1) Information Boards. FWOs shall ensure the accuracy of the information boards. Forward any discrepancy to the Training Support Specialist.

(2) Status Boards. RD shall maintain the Status Boards for timeliness and accuracy. All information shall indicate current status of the appropriate areas. Scheduled hours of activation for special use airspace are not written on the status boards, the real-time activation shall be indicated by the affected altitudes. Unless otherwise indicated, the altitudes begin at the base of the designated airspace (Figure 6-3-5).

NOTE
The intent of these procedures is to give the controllers a visual cue for each of the status boards. Data written in a particular area indicates to the controllers that there is pertinent real-time information. The lack of data in a particular area indicates nothing pertinent to broadcast or that a particular special use airspace is inactive.

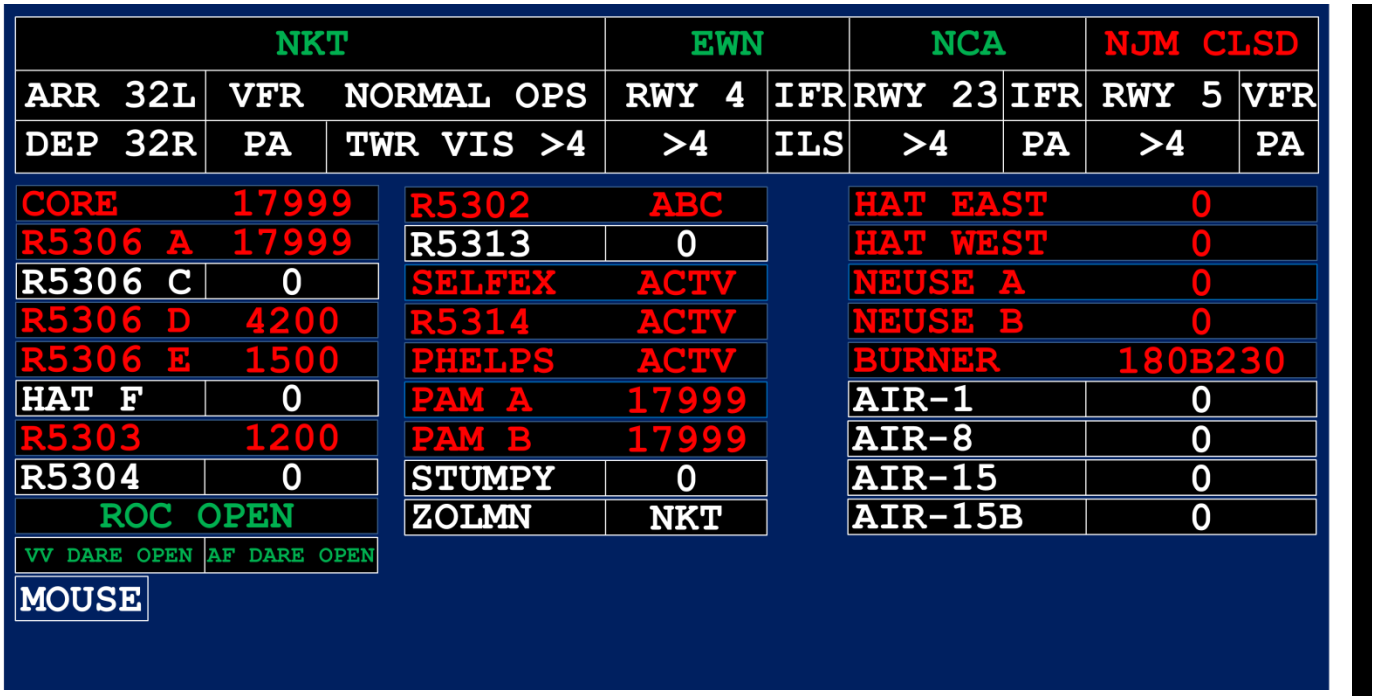
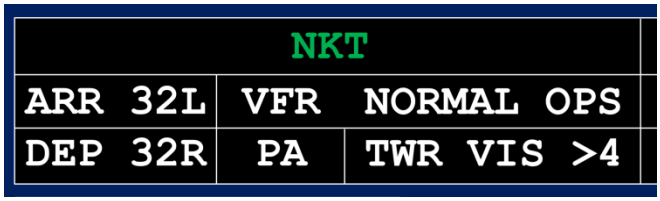
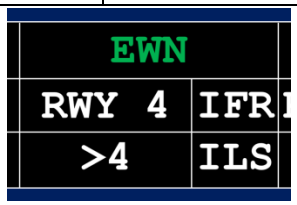


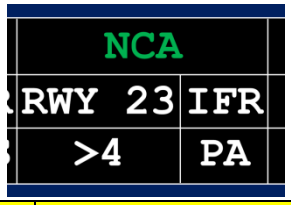
Figure 6-3-5



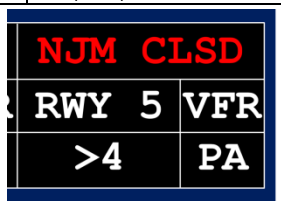
BOX	AVAILABLE CHOICES
NKT	NKT, NKT CLSD
ARR 32L	All Runways
DEP 32R	All Runways
VFR NORMAL OPS	VFR NO OA'S VFR IFR REC ONLY VFR NORMAL OPS IFR
PA	PA, SA, VA
TWR VIS >4	SELECT VISIBILITY



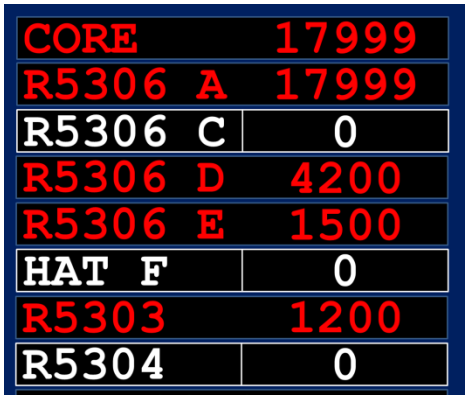
BOX	AVAILABLE CHOICES
EWN	EWN, EWN CLSD
RWY 4	22, 4, 32, 14
IFR	VFR, IFR
>4	SELECT VISIBILITY
ILS	ILS, VA, VOR, RNAV



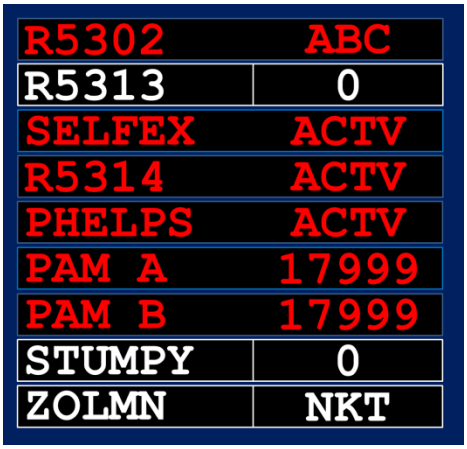
BOX	AVAILABLE CHOICES
NCA	NCA, NCA TWR, NCA CLSD
RWY 23	23, 5, 19 1
IFR	VFR, IFR
>4	SELECT VISIBILITY
PA	PA, SA, VA



BOX	AVAILABLE CHOICES
NJM CLSD	NJM, NJM CLSD, NJM TWR
RWY 5	23, 5
VFR	VFR, IFR
>4	SELECT VISIBILITY
PA	PA, SA, VA

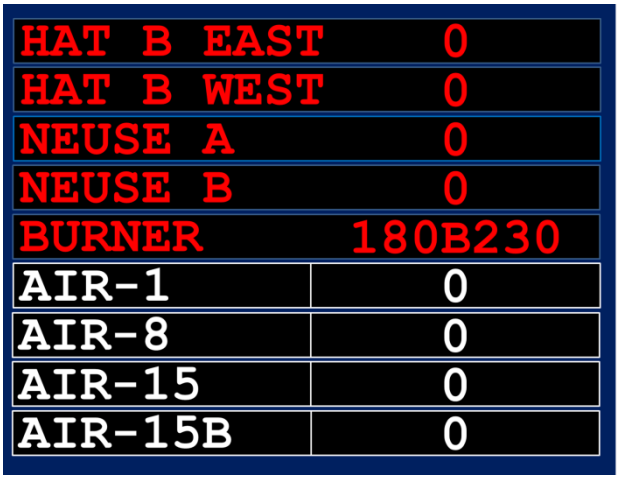


BOX	AVAILABLE CHOICES
CORE	Enter Altitude or "0"
R5306 A	Enter Altitude or "0"
R5306 C	Enter Altitude or "0"
R5306 D	Enter Altitude or "0"
R5306 E	Enter Altitude or "0"
R5303	Enter Altitude or "0"
R5304	Enter Altitude or "0"



BOX	AVAILABLE CHOICES
R5302	A, AB, ABC
R5313	A, AB, ABC, ABCD, AC, ACD, BCD
SELFEX	ACTV or 0
R5314	ACTV or 0
PHELPS	ACTV or 0
PAM A	Enter Altitude or "0"
PAM B	NKT, NVF w/ Altitude or "0"
STUMPY	Enter Altitude or "0"
ZOLMN	NKT, NVF

BOX	AVAILABLE CHOICES
ROC OPEN	OPEN, CLSD
VV DARE OPEN	OPEN, CLSD
AF DARE OPEN	OPEN, CLSD



BOX	AVAILABLE CHOICES
HAT B EAST	Enter Altitude or "0"
HAT B WEST	Enter Altitude or "0"
NEUSE A	Enter Altitude or "0"
NEUSE B	Enter Altitude or "0"
BURNER	Enter Altitude or "0"
AIR-1	Enter Altitude or "0"
AIR-8	Enter Altitude or "0"
AIR-15	Enter Altitude or "0"
AIR-15B	Enter Altitude or "0"

This is the area where the selector must rest. The purpose is to deselect the active box and to prevent inadvertent editing.

6-325 PRIMARY RADAR IDENTIFICATION

The tower request for IFR release shall suffice as verbal notification of a "rolling call" for the purpose of radar identification. In the event the tower releases another aircraft before the IFR departure rolls, the tower shall advise APE. If a GCA aircraft will be departing prior to the released aircraft, Tower shall add the phrase "***After the GCA***". Traffic permitting, Tower will provide a rolling call for VFR departures.

REFERENCE
FAA JO 7110.65, paragraph 5-3-2

6-326 REPORTING LASER ILLUMINATION OF AIRCRAFT

a. When notified of an unauthorized laser illumination, the FWO will ensure the following.

(1) Broadcast on all appropriate frequencies a general caution every five minutes for twenty minutes following the last report.

PHRASEOLOGY
*"**Unauthorized laser illumination event**, (location, altitude, color, direction)."*

(2) Broadcast on the ATIS for one hour following the last report.

PHRASEOLOGY
*"**Unauthorized laser illumination event**, (UTC time, altitude, color, direction)."*

EXAMPLE
"Unauthorized laser illumination event at 0100Z, 6 mile final runway 14R, 1,500 feet, green laser from the northwest."

(3) Report the following to ZDC Watch Supervisor (703) 771-3470:

-Date and time of event
-Call sign
-Type aircraft
-Nearest major city
-Altitude
-Location of event (Lat/Long or Radial & DME)
-Brief description of event
-Any other pertinent information

b. All personnel can expect aircrews to regard lasers as an in-flight emergency and may take evasive action to avoid laser illumination. Additionally, other aircraft may request clearance to avoid the area.

6-327 TERMINAL DATA ENTRIES

Information recorded on the flight progress strips (FAA Form 7230-7.2) shall be entered in the correspondingly numbered spaces:
See Figure 6-3-6.

1 2 3 4	2A	5 6 7	8	9 9A	10 13 16	11 14 17	12 15 18

Figure 6-3-6

1. Aircraft identification.

2. Revision number (FDIO).

2A. Strip request originator (FDIO sector or position that requested a strip be printed.)

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Secondary radar (beacon) code assigned.

6. Previous fix (FDIO)

7. Coordination fix.

8. Estimated time of arrival at the coordination fix or destination airport/point outs/AIA.

NOTE
AIA is needed for statistical data at EWN and MRH.

REFERENCE
FAA JO 7210.3, paragraph 14-4-1

8A. Not used.

9. Altitude (in hundreds of feet) and last assigned heading. CT for Contact Approach.

9A. Destination airport, remarks, arrival runway.

10. Clearance limit/ lost comm issued.

11. Radar contact.

12. This will be a split block to indicate the intentions of the aircraft on the approach and the position that the final controller needs to hand the aircraft off to after the completion of the approach if other than AR. See example below.

Top Left: Type landing

(L,T,F,O,Z,LZ,TZ,OZ) L/AW

Bottom Right: Position (AE,AW,etc.)

13. Landing check issued, EFC.

14. Not used.

15. Not used.

16. Times for ATA/MA/WO/RS.

17. Type approach

EXAMPLE
(PA/SAA/SA/IA/OA/VA).

18. Frequency.

NOTE
Enter the initials of the qualified controller and then, if applicable, the initials of the trainee on the back of the flight strip for all GCAs.

b. **Departures**:

1. Aircraft identification.

2. Revision number (FDIO)

2A. Strip request originator (FDIO sector or position that requested a strip be printed.)

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Secondary radar (beacon) code assigned.

6. Proposed departure time.

7. Requested altitude.

8. Departure airport/point outs.

8A. Not used.

9. **Computer-generated**: Route, destination, and remarks. Manually enter altitude/altitude restrictions in the order flown if appropriate.

9. **Hand-prepared**: Clearance limit, route, altitude/altitude restrictions in the order flown, if appropriate.

9A. Headings/speed adjustments/remarks

10. Clearance delivered (B). This includes clearance information relayed to EWN Tower.

11. Radar contact (R).

12. Not used.

13. This will be a split block when aircraft are held for release. HFR will be written in the left upper portion. When aircraft is released, a check mark will be placed in the lower right portion. If HFR is not required, just put a check mark in this block.

EXAMPLE

14. ZDC release.

15. Not used.

16. ATD/RS time.

17. FDIO departure message.

NOTE
Used only when manual departure message required.

18. Not used.

c. **Overflights**:

1. Aircraft identification.

2. Revision number (FDIO)

2A. Strip request originator (FDIO sector or position that requested a strip be printed.)

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Secondary radar (beacon) code assigned.

6. Coordination fix.

7. Overflight coordination indicator (FDIO).

8. Estimated time of arrival at the coordination fix/point outs.

9. Altitude and route of flight through the terminal area.

9A. Headings/speed adjustment/remarks.

10. Clearance delivered (B).

11. Radar contact (R).

12. Not used

13. Not used.

14. Not used.

15. Not used.

16. Time entered airspace/RS time.

17. Not used.

18. Time radar handoff/communication transfer or leaving airspace.

NOTE
A flight plan readout (FR) strip may be used for pointouts.

REFERENCE
FAA JO 7110.65, paragraph 2-3-3.

6-328 CONTROL SYMBOLOGY

Use authorized control and clearance symbols or abbreviations for recording clearances, reports, and instructions. Control status of aircraft must always be current. You may use:

a. Plain language markings when it will aid in understanding information.

b. Locally approved identifiers. Use these only within your facility and not on FDIO or interphone circuits. See Figures 6-3-7 and 6-3-8.

REFERENCE
ATCFM, Paragraph 2-603 and 2-604

c. Plain sheets of paper to record information when flight progress strips are not used.

REFERENCE
FAA JO 7110.65, paragraph 2-3-9.

ATCFM, Chapter 2, Section 6

NOTE
Full Route flight strips may be used to record the above information on overflight pointouts.

6-329 POINTOUTS

All interfacility and intrafacility pointouts shall be recorded on flight progress strips. Figure 6-3-7 details the symbology used for pointouts. All other pointout information or restrictions associated with an aircraft being handed off shall be verbally coordinated with the receiving controller.

REFERENCE
FAA JO 7110.65, Chapter 5, Section 4

SYMBOL	SECTOR
1	ILM Approach
2	GSB Approach
3	VACAPES
4	NCA Radar
5	ORF Approach
6	NGU Approach
Z	Washington Center
E	Approach East
N	Approach North
W	Approach West
A	Arrival Control

Figure 6-3-7

SYMBOL	MEANING
L	Low Approach
F	Full Stop
O	Option
T	Touch and Go
Z	Tower Downwind
AIA	Actual Instrument Approach
B	Bogue Field
(23)	Circle to Runway 23
P W	Pointed out to APW
P(W)	Same as above, your control
⌟	Cleared for approach
⋁	VFR aircraft receiving IFR separation services

LB	LOBO
PE	PEDRO
MA	MARS
ST	STONE
SP	SPADE
LU	LUSTY
DR	CAMEL DRIVER
BN	BANSHEE
JS	JESTER
DG	DOG
HK	HOOK
OT	OTIS
NO	NIGHTOWL

Figure 6-3-8

6-330 STRIPMARKING FOR LOCAL IFR CLEARANCES

Manual copy clearances shall only be used for NJM clearances and when the FDIO is inoperative. Stripmarking for local IFR clearances has been standardized as indicated in the following figures. Corresponding phraseology for these clearances is covered in paragraph 5-405.

a. GCA or TACAN Final. See Figure 6-3-9.

b. Neuse Area. See Figure 6-3-10.

c. VFR on Top. See Figure 6-3-11.

d. HI TACAN Z. See Figure 6-3-12.

e. HI TACAN Y. See Figure 6-3-13.

f. ILS. Figure 6-3-14.

g. NJM return strip. Figure 6-3-15.

h. NJM departure strip. Figure 6-3-16.

Upon transfer of identification to NJM, the strip will be filed and the radar branch will call FD to inform them that the assigned beacon code is no longer in use. When NJM tower calls approach requesting beacon code and frequency, APE will assign a beacon code via STARS, assign an appropriate frequency and manually write an inbound strip.

REFERENCE
ATCFM, paragraph 5-405

6-331 HIWAS

After the broadcast of any alert from the Hazardous Inflight Weather Advisory Service (HIWAS) e.g. AIRMET, SIGMET, WST UUA, CWA, the controller shall initial the strip and write the time (Z) at which it was given on the back, the strip will then be filed.

REFERENCE
FAA JO 7110.65, paragraph 2-6-2

6-332 MULTISENSOR RADAR & MVA

The Multi-Sensor Radar and MVA enhancements of the STARS shall only be used when absolutely necessary to gain true track data and positive control of tracks with the following guidance:

a. When using the Multi-Sensor RADAR feed, all controllers performing RADAR control functions shall use the Multi-Sensor MVA map and the minimums associated with them. When using the Multi-Sensor RADAR feed, JO 7110.65 states that when using STARS in a Multi-Sensor mode, all separation shall use the standards for targets 40 or more miles from the antenna.

b. When using the Multi-Sensor RADAR feed, all normal operations may be conducted, however, use of this setup shall not be a normal operating standard but used only as necessary for safety of flight and position target detection and tracking. The AR and APW positions shall only use this as a last resort when bad track data is being received. The APE position is recognized as the normal position that would frequently use the setup. At no time shall FC use the Multi-Sensor setting for Surveillance Approaches to any airport.

REFERENCE
FAA JO 7110.65, paragraph 5-5-4

MA911	0140 16		TT			

Figure 6-3-9

MA911	0140 170		NEUSE TK			

Figure 6-3-10

MA911	0140 OTP		TK			

Figure 6-3-11

MA911	0140 150		TK			

Figure 6-3-12

MA911	0140 130		LK			

Figure 6-3-13

MA911	0140 16		GV			

Figure 6-3-14

MA991	0115 		21 NKT		R OA	

Figure 6-3-15

MA991	0140 60		NJM		R 	

Figure 6-3-16

6-333 PRECIPITATION INTENSITY

FAA JO 7110.65 requires precipitation to be described in 4 levels. Based on these descriptions and the decibels of reflectivity (dbZ) for the ASR-11, use the following chart to correctly describe precipitation. This chart is available on the VIDS.

PRECIPITATION INTENSITY

WX1	WX2	WX3	WX4	WX5	WX6
LIGHT	MODERATE	HEAVY		EXTREME	

6-334 SINGLE FREQUENCY APPROACH PROCEDURES

a. To ensure radio frequency changes are not given once an aircraft commences an approach; a Single Frequency Approach (SFA) will be afforded to all single-piloted turbojet aircraft on an IFR flight plan in accordance with section 4-7-3 of FAA JO 7110.65.

b. APE has jurisdiction over the assignment of all discrete SFA frequencies.

c. Buttons 12 through 20 (excluding 16) are designated as discrete SFA frequencies.

6-335 OPPOSITE DIRECTION IFR

a. Opposite direction operations are solely up to the discretion of the controllers involved.

b. The Arrival Controller must ensure that all IFR opposite direction departure aircraft are airborne and established on a heading diverging from the reciprocal of opposing IFR arrival aircraft heading by at least 45 degrees prior to the arrival aircraft reaching 6 flying miles inbound from the airport.

c. The Arrival Controller must ensure that all IFR opposite direction aircraft have landed, completed approach (low approach or touch and go) or commenced missed approach and is established on a heading by at least 45 degrees prior to the arrival aircraft reaching 6 flying miles inbound from the airport.

d. Traffic advisories shall be issued to all aircraft involved in any opposite direction operation. It shall be the responsibility of the Arrival Controller and the Local Controller to issue traffic advisories to arriving and departing aircraft as applicable.

e. The use of nonradar procedures in lieu of this directive is not authorized. During nonradar periods, opposite direction procedures are not authorized.

f. All coordination involving opposite direction departures and arrivals must be done on a recorded line, stating “opposite direction” and include call sign, type aircraft (to include number in flight) and arrival or departure runway.

g. Opposite direction operations involving VFR aircraft shall be conducted in accordance with FAA JO 7110.65. Additionally, traffic advisories shall be issued to all aircraft involved and coordination shall include “opposite direction”.

Blank

Section 4. NONRADAR

6-400 GENERAL

The information contained in this section will be used as the "standard" for all air traffic personnel at NKT during a radar outage.

REFERENCE
FAA Order 7130.3

6-401 STRIP MARKING

Information recorded on the flight progress strips (FAA Form 7230-7.2) shall be entered in the correspondingly numbered spaces:
See Figure 6-4-1.

NOTE
AIA is needed for statistical data at EWN, W95, HSE and MRH.

REFERENCE
FAA JO 7210.3, paragraph 12-4-1

8A. Not used.

9. Altitude (in hundreds of feet) and last assigned heading.

9A. Destination airport, remarks, arrival runway if other that active.

Figure 6-4-1

a. **Arrivals**:

1. Aircraft identification.

2. Revision number (FDIO).

2A. Strip request originator (FDIO sector or position that requested a strip be printed.)

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Secondary radar (beacon) code assigned.

6. Previous fix (FDIO)

7. Coordination fix.

8. Estimated time of arrival at the coordination fix or destination airport/point outs/AIA.

10. Clearance limit/ lost comm issued.

11. Not used.

12. Type landing (L,T,F,O,Z,LZ,TZ,OZ)

13. Landing check issued, EFC.

14. Time entered holding.

15. Time commenced approach.

16. Times for ATA/MA/WO/RS.

17. Type approach

18. Frequency.

b. **Departures**:

1. Aircraft identification.

2. Revision number (FDIO)

2A. Strip request originator (FDIO sector or position that requested a strip be printed.)

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Secondary radar (beacon) code assigned.

6. Proposed departure time.

7. Requested altitude.

8. Departure airport/point outs.

8A. Not used.

9. **Computer-generated**: Route, destination, and remarks. Manually enter altitude/altitude restrictions in the order flown if appropriate.

9. **Hand-prepared**: Clearance limit, route, altitude/altitude restrictions in the order flown, if appropriate.

9A. Headings/speed adjustments/ remarks.

10. Clearance delivered (B).

11. Not used.

12. Not used.

13. This will be a split block when aircraft are held for release. HFR will be written in the left upper portion. When aircraft is released, a check mark will be placed in the lower right portion.

EXAMPLE

14. ZDC release.

15. Not used.

16. ATD/RS time.

17. FDIO departure message.

18. Not used.

c. **Overflights**:

1. Aircraft identification.

2. Revision number (FDIO)

2A. Strip request originator (FDIO sector or position that requested a strip be printed.)

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Secondary radar (beacon) code assigned.

6. Coordination fix.

7. Overflight coordination indicator (FDIO).

8. Estimated time of arrival at the coordination fix/point outs.

9. Altitude and route of flight through the terminal area.

9A. Headings/speed adjustment/remarks.

10. Clearance delivered (B).

11. Not used.

12. Not used.

13. Not used.

14. Not used.

15. Not used.

16. Time entered airspace/RS time.

17. Not used.

18. Time radar handoff/comm transfer or leaving airspace.

NOTE
A full-route strip may be used for pointouts.

REFERENCE
FAA JO 7110.65, paragraph 2-3-3.

6-402 NCA DEPARTURES

Departures from NCA will be cleared to destination via NCA R-325 to intercept V70 except aircraft inbound to NKT. NKT inbounds from NCA will be cleared to join the NCA R-066 then to intercept the NKT R-266 at 13 DME. Distances for airspace protection are listed in figure 6-4-2.

6-403 MRH OPERATIONS

a. All departures from MRH will be routed via the MRH 360 bearing from, to intercept the EWN R-110 to EWN.

b. All arrivals to MRH will be routed via the EWN R-110 to intercept the MRH 180 course to.

c. The airspace to be protected for this routing is listed in figure 6-4-4.

6-404 NKT DEPARTURES

Airspace to be protected for NKT departures will be governed by distances that have been determined on four TACAN radials. Figures 6-4-3 and 6-4-4 list the DME requirements for NKT departures.

6-405 HOLDING PATTERNS AND APPROACHES

a. Airspace to be protected for instrument approaches into NKT, EWN, and NCA are listed in figures 6-4-2, 6-4-3, and 6-4-5.

b. Holding pattern descriptions and data used to calculate protected airspace are listed in figure 6-4-6. When holding pattern airspace is not a factor, use the Divergence Distance Minima listed in figure 6-4-7.

REFERENCE
FAA JO 7110.65, paragraph 6-5-1

6-406 APPROACH TIMES

Approach duration times have been established to create a standard to be used by all controllers when determining an Expect Further Clearance (EFC) time. Use the table below.

HI TACAN Z RWY 32L	11 MIN
HI TACAN Y RWY 32L	6 MIN
TACAN RWY 32L	6 MIN
ILS RWY 23R	6 MIN
NDB RWY 14 (MRH)	10 MIN
VOR RWY 4/22 (EWN)	10 MIN
TACAN RWY 5/23 (NCA)	6 MIN
LOC RWY 4 (EWN)	10 MIN

6-407 RESERVED

6-408 EWN/NCA OPERATIONS

When NKT radar is out of service:

a. Advise NCA that NKT radar is out of service.

b. NCA retains their delegated airspace.

c. To maintain separation from NCA delegated airspace, the following restrictions apply.

ILS Rwy 4

The ILS Rwy 4 holding airspace to be protected and the approach do not overlap NCA airspace at or below 8000 feet.

NOTE
Do not authorize a procedure turn. The approach must be made from the holding pattern in lieu of a procedure turn.

VOR Rwy 4

The VOR Rwy 4 holding airspace to be protected and the approach, with procedure turn, do not overlap NCA airspace at or below 8000 feet.

DISTANCE TO CLEAR PROTECTED AIRSPACE AT NCA				
ROUTE OF FLIGHT	**RADIAL**	**TO BE PROTECTED**	**SPEED**	**DISTANCE ON RADIAL**
V139	EWN R-232	TACAN RWY 5 HLD	175KIAS	<29 or >42 DME
		TACAN RWY 23 HLD	175KIAS	<12 or >26 DME
			230KIAS	<8 or >28 DME
V139	ILM R-050	TACAN RWY 5 HLD	175KIAS	<17 or >31 DME
		TACAN RWY 23 HLD	175KIAS	<34 or >47 DME
			230KIAS	<31 or >53 DME
NCA DEPARTURE	NCA R-325	TACAN RWY 5 HLD	175KIAS	6 DME
		AIRSPACE & V139	NA	8 DME
	NCA R-066	TACAN RWY 23 HLD	175KIAS	16 DME

Figure 6-4-2

DISTANCE TO CLEAR NKT AIRSPACE BOUNDARIES			
ROUTE OF FLIGHT	**RADIAL FLOWN**	**TO BE PROTECTED**	**DISTANCE ON RADIAL**
V139/V70 NORTH	EWN R-014	APW AIRSPACE	51 DME
V139 SOUTH	EWN R-232	APW AIRSPACE	45 DME
V45	EWN R-313	APW AIRSPACE	18 DME
V56	EWN R-264	APW AIRSPACE	21 DME
NCA DEPARTURE	NCA R-325	APW AIRSPACE	8 DME
NCA ARRIVAL	NCA R-066	APE AIRSPACE	8 DME
NKT DEPARTURE	NKT R-184	APE AIRSPACE	39 DME
	NKT R-283	APE AIRSPACE	25 DME
	NKT R-312	APE AIRSPACE	30 DME
	NKT R-008	APE AIRSPACE	31 DME
V189 WEST	RBX R-281	APN AIRSPACE	33 DME
V266 NORTH	RBX R-319	APN AIRSPACE	19 DME
V70 SOUTHWEST	ISO R-055	APW AIRSPACE	26 DME
V290 WEST	TYI R-114	APW AIRSPACE	31 DME

Figure 6-4-3

DISTANCE TO CLEAR PROTECTED AIRSPACE AT NKT			
ROUTE OF FLIGHT	**RADIAL**	**TO BE PROTECTED**	**DISTANCE ON RADIAL**
NKT DEPARTURE	NKT R-184	HI TACAN Y RWY 32L HLD	26 DME
		TACAN RWY 32L HLD	16 DME
		APE AIRSPACE	39 DME
		ILS RWY 23R HLD	5 DME
	NKT R-283	EWN ILS RWY 4 HLD	<8 or >19 DME
		NCA TACAN RWY 23 HLD	<14 or >30 DME
		APW AIRSPACE	8 DME
		ZDC AIRSPACE	25 DME
	NKT R-312	HI TACAN Z RWY 32L HLD	30 DME
		EWN ILS RWY 4 HLD	< 8 DME OR > 19 DME
		EWN VOR RWY 4/22 HLD	< 7 DME OR > 20 DME
		APW AIRSPACE	8 DME
		ZDC AIRSPACE	30 DME
	NKT R-008	HI TACAN Z RWY 32L HLD	19 DME
		EWN R-110	< 4 DME OR > 13 DME
		APW AIRSPACE	8 DME
		ZDC AIRSPACE	31 DME
		OCW GPS HLD	19 DME
		ILS RWY 23R HLD	11 DME
HI TACAN Z	NKT R-131 (OUTBOUND)	MRH 360 BEARING FROM	< 5 DME OR > 17 DME
		MRH 180 COURSE TO	< 5 DME OR > 17 DME
		TACAN RWY 32L HLD	16 DME
		MRH – NDB RWY 14 HLD	20 DME
		ILS RWY 23R HLD	8 DME
HI TACAN Z & Y	NKT R-154 (INBOUND)	TACAN RWY 32L HLD	18 DME
		MRH – NDB RWY 14 HLD	21 DME
		ILS RWY 23R HLD	7 DME
MQI DEPARTURE	RBX R-281	V266	8 DME
	RBX R-319	V189	8 DME
NOTE MRH ARRIVALS WILL BE ROUTED EWN R-110 TO INTERCEPT MRH 180 COURSE TO MRH. MRH DEPARTURES WILL BE ROUTED MRH 360 BEARING FROM TO INTERCEPT EWN R-110 DIRECT EWN.			

Figure 6-4-4

DISTANCE TO CLEAR PROTECTED AIRSPACE AT EWN				
ROUTE OF FLIGHT	**RADIAL**	**TO BE PROTECTED**	**SPEED**	**DISTANCE ON RADIAL**
V139 NORTH	EWN R-014	VOR or GPS RWY 22 HLD	175KIAS	11 DME
			230KIAS	15 DME
		VOR or GPS RWY 4 HLD	175KIAS	5 DME
			230KIAS	7 DME
		ILS RWY 4 HLD	230KIAS	5 DME
V139 SOUTH	EWN R-232	VOR or GPS RWY 22 HLD	175KIAS	5 DME
			230KIAS	7 DME
		VOR or GPS RWY 4 HLD	175KIAS	10 DME
			230KIAS	15 DME
		ILS RWY 4 HLD	230KIAS	15 DME
		NCA AIRSPACE		16 DME
V45	EWN R-313	VOR or GPS RWY 22 HLD	175KIAS	7 DME
			230KIAS	8 DME
		VOR or GPS RWY 4 HLD	175KIAS	6 DME
			230KIAS	8 DME
		ILS RWY 4 HLD	230KIAS	7 DME
V56	EWN R-264	VOR or GPS RWY 22 HLD	175KIAS	5 DME
			230KIAS	7 DME
		VOR or GPS RWY 4 HLD	175KIAS	9 DME
			230KIAS	13 DME
		ILS RWY 4 HLD	230KIAS	12 DME

Figure 6-4-5

NKT APPROACHES						
TYPE APPROACH	**PLATE**	**SPEED**	**ALT**	**HOLDING FIX**	**DIRECTION**	**LEG LENGTH**
HI TACAN Z RWY 32L	#16 ERP3	265KIAS	AOB FL180	KIYEK	LEFT	10 NM
HI TACAN Y RWY 32L	#11	230KIAS	AOB 140	SHAKL	LEFT	10 NM
TACAN RWY 32L	#6	230KIAS	AOB 40	TARHL	LEFT	5 NM
ILS RWY 23R	#6 ERP3	230KIAS	AOB 40	GRAVY	LEFT	4 NM
EWN/MRH APPROACHES						
ILS RWY 4	#3	175KIAS	AOB 80	KATFI	LEFT	1 MINUTE
	#6	230KIAS	AOB 40	KATFI	LEFT	1 MINUTE
VOR RWY 4	#3	175KIAS	AOB 60	EWN VOR R-218	LEFT	1 MINUTE
	#7	230KIAS	AOB 60	EWN VOR R-218	LEFT	1 MINUTE
VOR RWY 22	#3	175KIAS	AOB 60	EWN VOR R-046	RIGHT	1 MINUTE
	#7	230KIAS	AOB 60	EWN VOR R-046	RIGHT	1 MINUTE
NDB RWY 14	#6	230KIAS	AOB 40	NDB 328 Bearing	RIGHT	1 MINUTE
NCA APPROACHES						
TACAN RWY 23	#3	175KIAS	AOB 80	MARVL	RIGHT	4 NM
	#7	230KIAS	AOB 60	MARVL	RIGHT	4 NM
TACAN RWY 5	#3	175KIAS	AOB 80	WADEL	RIGHT	4 NM

Figure 6-4-6

Divergence
Distance Minima

Divergence	**Distance (NM)**	
	Below FL 180	**FL 180 through FL 450**
15	17	18
20	13	15
25	11	13
30	9	11
35	8	11
45	7	11
55	6	11
90	5	11
This table is for DME application and compensates for DME slant-range error.		

Figure 6-4-7

Section 5. COORDINATION PROCEDURES

6-500 GENERAL

Reserved.

6-501 SCRATCH PAD

Workload permitting, the following information should be placed in the following order. Separated by the splat or slash, using the "F16" function for aircraft landing NKT and within the arrival pattern:

Type approach * Intentions/Handoff to position * Button

EXAMPLE
*Aircraft during a PAR, low approach to tower downwind on button 12: PA*LZ*12*

a. Identifiers for type approaches.

Visual Approach:	VA
Straight-in Approach:	SI
Overhead Approach:	OA
Copter TACAN 23R:	CT
TACAN:	TA (Note 1)
HI TACAN Y RWY 32L:	TY
HI TACAN Z RWY 32L:	TZ
HI TACAN RWY 14L:	HT
RNAV:	RN (Note 1)
ILS RWY 23R:	ILS
PAR:	PA
ASR:	SA or SAA

Note 1: Add runway if not the duty

b. Identifiers for type landing.

Low approach:	LA
Touch and go:	TG
Option:	OP
Full stop:	FS

c. Identifiers for handoff to position.

Tower downwind:	Z
Arrival:	A
Approach East:	E
Approach West:	W
Approach North:	N

EXAMPLE
*Aircraft conducting a surveillance approach, touch and go on button 13: SA*TG*13*

Aircraft conducting a precision approach, full stop on button 12: PA/FS/12

*Aircraft conducting a HI TACAN Z, low approach on the go handoff to approach west, button 17: TZ*LW*17*

6-502 MSAW/CA

a. The Minimum Safe Altitude Warning (MSAW), Approach Path Monitor portion of MSAW and Collision Alert (CA) functions of STARS SHALL NOT be inhibited. This does not apply to the "inhibit" and "suppress" functions for individual aircraft as authorized in FAA Order 7110.65.

b. MSAW/CA Description: Alerts exist for tracks that are predicted to be, or actually are in danger from flying below an altitude which is the lowest allowable altitude for the aircraft's current terrain clearance. Alerts also exist for pairs of tracks that are in danger because the horizontal and vertical separations between the two tracks are predicted to be, or actually are less than what is allowed. These situations cause the MSAW or CA indicators to appear for the affected tracks and an entry for each appears in the LA/CA/MCI list.

6-503 STARS DATA ENTRY REQUIREMENTS

It is a primary responsibility of APE to ensure accurate STARS system altimeter setting. ATIS code and other information will not be entered into the STARS current General System Information (GSI) because it is readily available on the VIDS.

6-504 STARS TDW QUICK LOOK FUNCTIONS

a. The TDW will be set with the Quick Look function on for all positions. This can be accomplished by entering the command ("MULTIFUNCTION" QALL) into the STARS keyboard.

b. Automated data transfer between the TRACON and the Tower is prohibited at Cherry Point ATCF. Inbounds or handoffs to the Tower will be accomplished via the landlines.

6-505 MULTI SENSOR RADAR

a. The RS is the decisive authority on which RADAR mode is used.

b. APN, APE, APW and AR should operate in single-sensor mode, but may be operated in multi-sensor mode if an operational advantage will be gained. When APE is using multi-sensor mode, aircraft being handed off from AR to APE will be separated using the following minima; 3NM increasing to 5NM or greater provided: The aircraft are on diverging courses and/or the leading aircraft is and will remain faster than the succeeding aircraft.

c. FC shall operate in single sensor mode.

d. When operating in single-sensor mode all positions will utilize the NKT STARS RADAR site unless there is a failure in the NKT site.

e. Transition to/from multi-sensor made shall be accomplished using the SENSOR MODE CHECKLIST.

6-506 STARS OPERATIONAL MODE TRANSITION PROCEDURES

a. The RS is responsible for the decision to transfer from FSL to ESL in the event of known or coordinated outages.

b. Specific transition procedures:

(1) The transition procedures for switching from FSL to ESL shall be CTRL E.

(2) The transition procedures for switching from ESL to FSL shall be CTRL F.

c. Notify ATCM (if there is a FSL failure).

d. Notify adjacent facilities as soon as practicable.

6-507 STARS VIDEO MAPPING

MCAS Cherry Point utilizes STARS video maps.

a. Usage of STARS video mapping will be at the discretion of the individual controller and adhere to the guidance set forth in the NAVAIR 00-80T-114.

6-508 SENSOR MODE CHECKLIST

Single-Sensor to Multi-Sensor

a. Obtain RS approval

b. Notify APN/APE/APW/AR

c. Select Multi-Sensor mode from STARS DCB menu.

d. Select Multi-Sensor MVAC from STARS DCB menu.

e. Ensure applied separation is in Accordance with 7110.65(5-5-4)

Multi-Sensor to Single-Sensor

a. Obtain RS approval

b. Notify APN/APE/APW/AR

c. Select NKT as Radar site from STARS DCB Menu

d. Select NKT MVAC from STARS DCB menu.

Section 6. SPECIAL USE AIRSPACE

6-600 POLICY

a. Special Use Airspace consists of that airspace wherein activities must be confined because of their nature, or wherein limitations are imposed upon aircraft operations that are not a part of those activities, or both. Except for controlled firing areas, Special Use Airspace areas are depicted on aeronautical charts.

b. The navigable airspace is a limited national resource, the use of which congress has charged the FAA to administer in the public interest as necessary to ensure the safety of aircraft and the efficient use of such airspace. Full consideration shall be given to the requirements of national defense and of commercial and general aviation, and to the public right of freedom of transit through the airspace.

REFERENCE
Airman's Information Manual
FAA JO 7400.2

c. Special Use Airspace programs are designed to accommodate national security and welfare and necessary military activity. They identify for other airspace users where the activity occurs and protect other users from hazardous operations. While establishment of Special Use Airspace is essential to national security and the military mission, unnecessary proliferation of these areas degrades the Special Use Airspace Program and adversely effects the overall efficiency of the national airspace system.

6-601 SEPARATION REQUIREMENTS

FAA JO 7110.65 prescribes separation requirements from special use and ATC assigned airspace. In recognition of the fact that several prohibited and restricted areas are established for security reasons or to contain hazardous activities not directly involving aircraft operations, provision is made for exempting these areas from vertical and radar separation minima if the areas have been identified by facility management. The intent in prescribing separation requirements from special use and ATC assigned airspace is to establish a buffer between nonparticipating aircraft and aircraft operations inside special use or ATC assigned airspace. As such, the buffer serves as an extra safety margin in consideration of possible operational, procedural, or equipment variances. Application of the separation prescribed in FAA JO 7110.65 is not considered necessary whenever the prohibited or restricted airspace does not contain aircraft operations because these areas typically provide an internal buffer based upon the exact type of activity taking place.

REFERENCE
FAA JO 7110.65, Chapter 9, Section 5
FAA JO 7210.3
CFR Part 91.133

6-602 R-5306A AREAS

Approval of sub areas within R-5306 will be on a first come, first serve basis. Civilian and military aircraft shall not be authorized to use the sub areas concurrently except in cases when not conducting hazardous activities. Unless otherwise scheduled, military operations within R-5306A shall be on a VFR concurrent use basis. Extreme vigilance shall be maintained as numerous military and civilian aircraft use these areas concurrently. All participating aircraft shall contact BIG ROCK (244.8) prior to entering or exiting R-5306A. Once established within the restricted area, the pilot shall monitor 244.8 and is responsible for the conduct of the mission, squawking the assigned code and remaining within the approved area of operation.

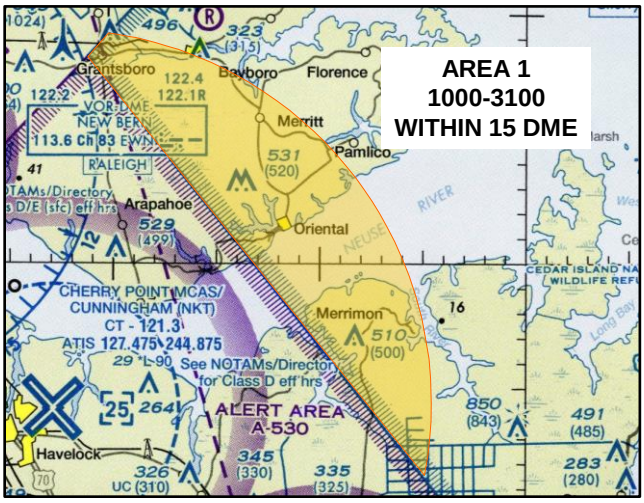
The following restrictions apply when operating within the restricted area.

1. Aircraft, except those scheduled to use BT-9 or BT-11, shall remain outside of a five nautical mile radius from the center of either target.

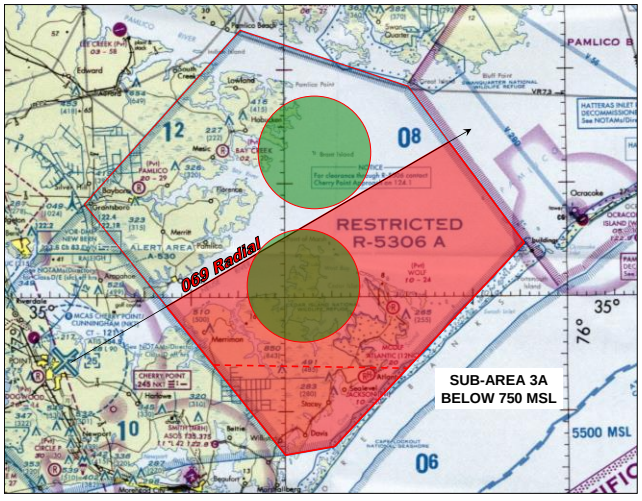
2. R-5306A is divided into sub-areas. Pilots using this restricted area shall be familiar with the sub-areas and procedures. Authorization to fly in the following sub-areas must be requested from BIG ROCK by area name.

a. **AREA 1**: That portion of R-5306A from 1000 feet to 3100 feet MSL within 15NM of Cherry Point TACAN. This area is used for radar

approaches to runway 23R at Cherry Point and instrument approaches to Michael J. Smith Airport.

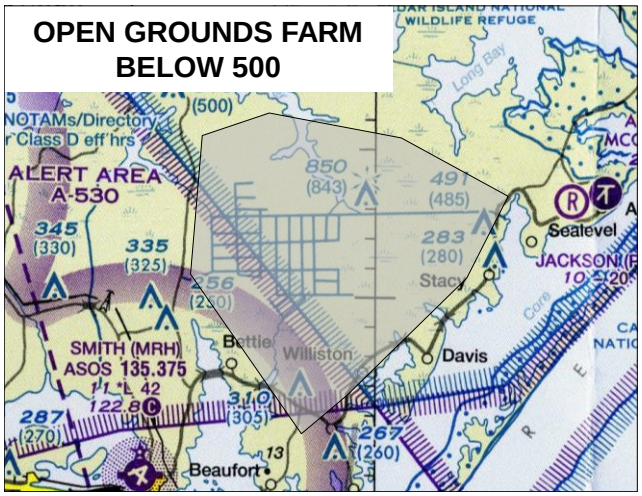


b. **SUB-AREA 3A**: That portion of R-5306A below 750 feet MSL located Southeast of the center of the Neuse River on the Cherry Point TACAN 069 radial, not including the area within 5NM of BT-11. This area is used periodically by North Carolina Wildlife, North Carolina Division of Fisheries and Oceanographic Agency, crop dusters and Weyerhauser. This area will be assigned on a first come, first served basis between military and civil users.

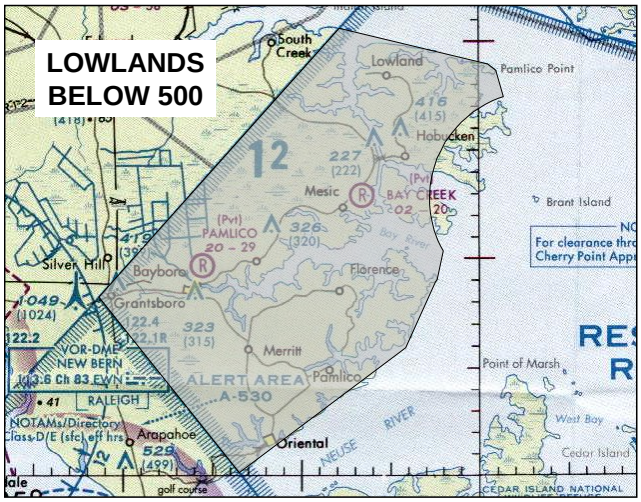


c. **SUB-AREA 3B**: That portion of R-5306A below 750 feet MSL located Northwest of the center of the Neuse River on the Cherry Point TACAN 069 radial, not including the area within 5NM of BT-9 or BT-11. This area is used periodically by North Carolina Wildlife, North Carolina Division of Fisheries and Oceanographic Agency, crop dusters and Weyerhauser. This area will be assigned on a first come, first served basis between military and civil users.

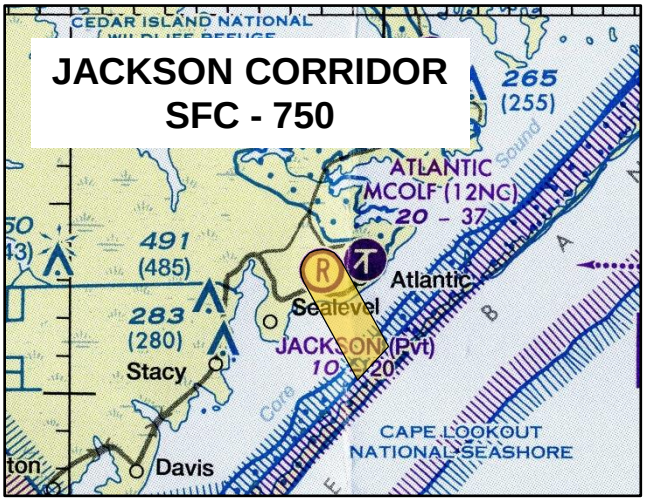
d. **OPEN GROUNDS FARM**: Located in the southern portion of Sub-area 3A, where crop dusting is conducted below 300 feet. Military aircraft authorized to operate in Sub-area 3A below 750 feet MSL shall avoid this area (below 500 feet) when advised that crop dusting is in progress.



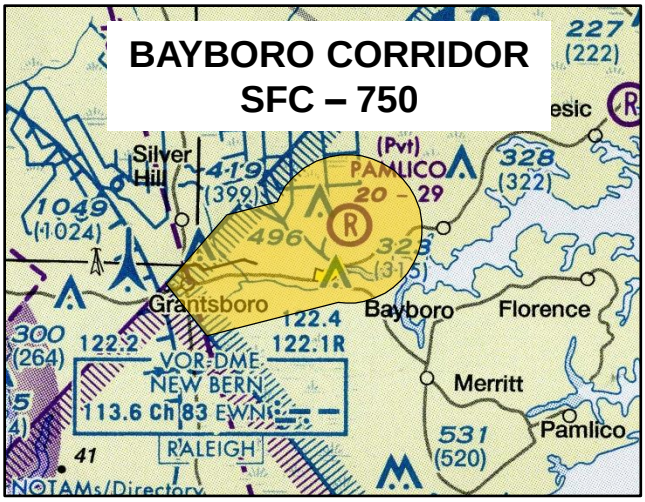
e. **LOW LANDS**: That area over land within Sub-area 3B, where crop dusting is conducted below 300 feet. Military aircraft authorized to operate in Sub-area 3B below 750 feet MSL shall avoid this area (below 500 feet) when advised it is in use.



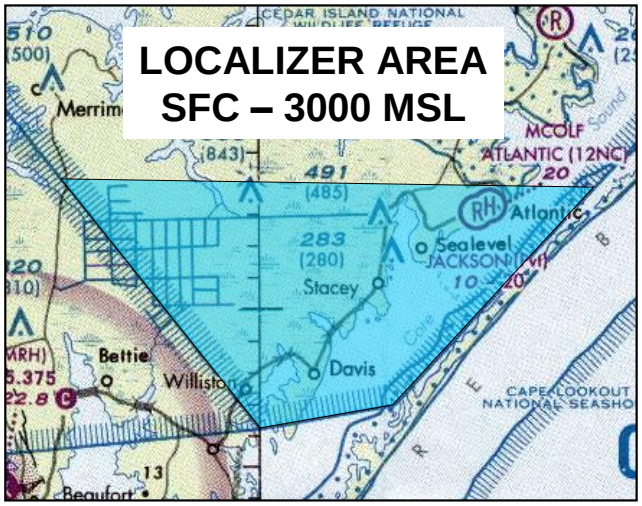
f. **JACKSON CORRIDOR**: That area within Sub-area 3A, below 750 feet MSL from the center of the Jackson airport on a heading of 160 degrees magnetic terminating at the boundary of R-5306A, one mile wide. Military aircraft shall avoid this area when advised it is in use.



g. **BAYBORO CORRIDOR**: That area within R-5306A below 750 feet AGL within a 2NM radius of the center of the Bayboro Airport with a 3NM extension to the West, the Northern and Southern boundary of which is 1 ½NM from and parallel to State Highway 55 terminating at the boundary of R-5306A. Aircraft shall avoid this area <u>at all times</u>.



h. **LOCALIZER AREA**: That portion of R-5306A South of the Cherry Point TACAN 100 radial, 3000 feet and below. This area is used for the localizer runway 26 approach at the Michael J. Smith airport. Military aircraft shall avoid this area when advised it is in use.



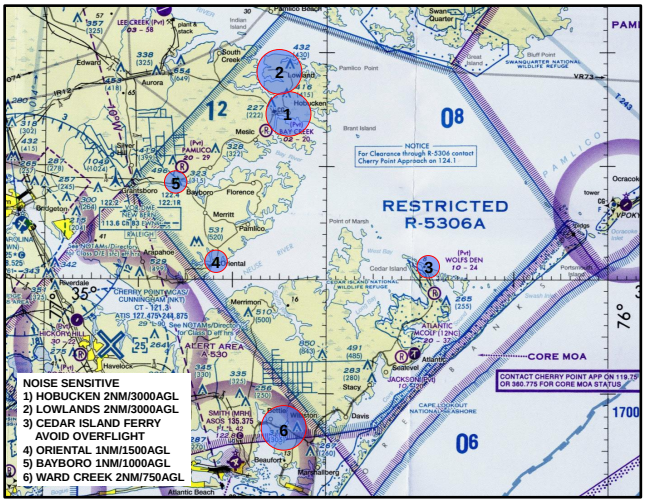
i. **NOISE SENSITIVE AREAS**

(1) Aircraft shall avoid overflying the industrial complex aboard MCAS Cherry Point, the densely populated areas of the Air Station, Crash Crew, and the rifle range below pattern altitudes. Pilots shall also avoid overflying the City of Havelock, Minnesott Beach, the Cedar Island Ferry Terminal and ferry.

(2) AV-8 arrivals and departures to the pads will not overfly Crash Crew or the rifle range.

(3) Within R-5306A, the following areas shall be avoided below the altitude indicated

Bayboro	1000 feet within 1NM
Oriental	1500 feet within 1NM
Ward Creek	750 feet within 2NM
Hobucken	3000 feet within 2NM
Lowland	3000 feet within 2NM



6-603 SPECIAL USE STRIP MARKING

Information recorded on the flight progress strips (FAA Form 7230-7.2) shall be entered in the correspondingly numbered spaces:
See Figure 6-6-1.

1 2 3 4	2A	5 6 7	8	9 9A	10 13 16	11 14 17	12 15 18

Figure 6-6-1

a. Special Use Area Arrival/Enroute:

1. Aircraft identification.

2. Revision number (FDIO).

2A. Strip request originator (FDIO sector or position that requested a strip be printed).

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Secondary radar (beacon) code assigned.

6. Previous fix (FDIO)

7. Not used.

8. Enroute time (FDIO)/ Point out/U/UTU/Expected Recovery Time.

8A. Hand written number of entries into area (if required).

9. Altitude.

9A. Remarks/SUA assigned.

10. Clearance broadcast.

11. Radar contact.

12. Not used.

13. Not used.

14. Additional radar contact.

15. Not used.

16. Time accepted radar contact.

17. Not used.

18. Time of transfer.

b. ATCAA Arrival/Enroute:

1. Aircraft identification.

2. Revision number (FDIO).

2A. Strip request originator (FDIO sector or position that requested a strip be printed).

3. Number of aircraft if more than one, heavy aircraft indicator "H/" if appropriate, type of aircraft, and aircraft equipment suffix.

NOTE
Type aircraft may be omitted for local based aircraft.

4. Computer identification number if required.

5. Beacon code assigned.

6. Previous fix (FDIO).

7. Not used.

8. Enroute time (FDIO)/Point out/U/UTU/ Expected recovery time.

9. Altitude.

9A. Remarks/SUA assigned.

10. Clearance broadcast.

11. Radar contact.

12. Not used.

13. Not used.

14. Additional radar contact.

15. Not used.

16. Time accepted radar contact.

17. Time approved/released to ATCAA.

18. Time of transfer.

c. If any aircraft request IFR or VFR handling to NKT, write a manual strip using 6-327 of this manual.

d. Authorized abbreviations for strip marking:

SUA Area	Abbreviation
R-5306A	A
R-5306C	C
R-5306D	D
R-5313	13
R-5314	14
R-5302	02
R-5303	03
R-5304	04
BURNER	BURNR
PHELPS MOA	P
PHELPS MOA/R-5314	14P
STUMPY POINT MOA	S
HATTERAS EAST/WEST	HATE,HATW
NEUSE A/B	NA,NB,NA/B
HATTERAS FOXTROT MOA	F
R-5306C/D/HATFOX	TACP
R-5306A	A

Description	Abbreviation	Remarks
Non-standard flight	(2)	Circle number of aircraft in block 2
Multiple entries into SUA for same aircraft	(4)	Written number of entries into SUA circled

e. Stripmarking examples and counting procedures.

EXAMPLE 1 – IFR strip for BURNER ATCAA

CHIEF32	4630	E2328	170		R	
F15/I	GSB		GSB..NKT036025..W122		R	
125			ºBURNER ATCAA	0129	0135	0225

Single aircraft using the BURNER ATCAA.
Two (2) IFR operations (inbound, enroute RTB), one (1) SUA

EXAMPLE 2 – IFR strip for BURNER ATCAA (BURNER not in remarks)

CHIEF32	4630	E2328	170		R	
F15/I	NKT		KGSB./.ILM319062***GSB		R	
125	ZCW		⁰D 2+00 JOEL ALTRAV GS*** BURNR	0129	0135	0225

Single aircraft using the BURNER ATCAA.
Two (2) IFR operations (inbound, enroute RTB), one (1) SUA. If requested ATCAA is not in remarks section already, manually write it in.

EXAMPLE 3 – IFR strip for BURNER ATCAA with multiple transitions

CHIEF32	4630	E2328	170		R	
F15/I	NKT	(2)	KGSB./.ILM319062***GSB		R	
125	ZCW		⁰D 2+00 JOEL ALTRAV GS*** BURNR/W122	0129	0135	0225

Single aircraft using the BURNER ATCAA and transitioning into W-122, then back into the BURNER ATCAA concluding with RTB.
If requested ATCAA is not in remarks section already, manually write it in. Two (2) IFR operations (inbound, enroute RTB), two (2) SUA because it transitioned into W-122 then back into the ATCAA.

EXAMPLE 4 – IFR strip with multiple aircraft and multiple transitions

CHIEF32	4630	E2328	170		R	
(2)/F15/I	NKT	(4)	KGSB./.ILM319062***GSB		R	
125	ZCW		⁰D 2+00 JOEL ALTRAV GS*** BURNR/W122	0129	0135	0225

Flight of two aircraft, nonstandard formation flight indicated by circling the number in flight. Flight transitioned into W-122, then back into the BURNER ATCAA multiple time, concluding with RTB. If requested ATCAA is not in remarks section already, manually write it in. Count a nonstandard formation flight as separate IFR operations. Enter the number of transitions on the strip and circle. Multiply the number in flight by number of transitions into ATCAA. This strip counts as four (4) IFR operations and eight (8) SUA operations.

EXAMPLE 5 – IFR/VFR strip for Restricted Area/MOA/ATCAA

WLDCT32	4630	E2328	~~160~~ VFR/125		~~R~~	
F18/I	KNTU		NTU004A---KNTU***KNTU		R	
691			⁰PHELPS MOA	0125		0219

Inbound/Go Home strip become the same.

EXAMPLE 6 – IFR/VFR strip for Restricted Area/MOA/ATCAA

WLDCT32	4630	E2328	~~160~~ VFR/125		~~R~~	
F18/I	KNTU		NTU004A---KNTU***KNTU		R	
691			⁰PHELPS MOA / R14	0125		0219

Single aircraft operating in PHELPS MOA and R-5314 (hand write R14 if not in remarks). R-5314 has eleven areas that are counted for SUA operations. One (1) IFR operation, eleven (11) SUA operations, one (1) VFR operation for flight following RTB (indicated by the absence of a B in block 11).

EXAMPLE 7 – IFR/VFR/IFR strip for Restricted Area/MOA/ATCAA

WLDCT32	4630	E2328	~~160~~ ~~VFR/125~~ 110	B	~~R~~	
3/F18/I	KNTU		NTU004A---KNTU***KNTU		R	
691			⁰PHELPS MOA / R14	0125		0219

Flight of three aircraft operating in PHELPS MOA and R-5314. Circle around the 3 indicates a nonstandard formation flight. Six (6) IFR operations (inbound/outbound) and 33 SUA operations.

6-604 NEUSE ATCAA

The Neuse ATCAA (A & B) overlies a portion of Cherry Point's airspace from FL180 to and including FL230. The upper altitude may be increased to FL290 through coordination with Washington Center. This airspace is used primarily for refueling tracks and a vertical extension of R-5306A.
See Figure 6-6-2.

6-605 HATTERAS B ATCAA

a. The Hatteras B ATCAA (East & West) overlies a portion of Cherry Point's airspace from FL180 to and including FL230. The upper altitude may be increased to FL290 through coordination with Washington Center. This airspace is used primarily for refueling tracks and a vertical extension of delegated airspace. See Figure 6-6-2.

b. APN will activate and release the Hatteras B East and/or Hatters B West ATCAAs, FL180-FL230, when operationally required.

c. When the participant is first in control with Cherry Point, APE/APN will APREQ the participant with Giant Killer for the area requested, ATCAA airspace will be activated and released at that time, and APE/APN will approve participant into area.

6-606 TRANSIENT AIRCRAFT USE OF SUA/ATCAA

a. When a transient aircraft is enroute to SUA, the sector controlling that aircraft will request the pilot's intentions after the use of such area. When the pilot advises they will be IFR enroute to their destination, that sector will request from RD a full route to establish if the flight plan has been filed. See Figure 6-6-3.

b. ATC shall advise all Non-2nd MAW aircraft using R-5306A to check in and state intentions on 244.8 and to monitor the CTAF at all times while in the SUA.

PHRASEOLOGY
"Check in with intentions and monitor 244.8 at all times while in R-5306A."

6-607 RESERVED

6-608 HATTERAS FOXTROT COORDINATION

a. Requests for 3000-13,000 feet require coordination with MCAS New River and Washington ARTCC.

b. Advise ILM and NVF when HAT F becomes active or inactive.

6-609 LOG ENTRIES FOR SUA

a. Enter the time the restricted area, ATCAA and/or MOA activate and deactivate on the daily log.

b. Indicate the actual time aircraft used the SUA during the 24 hour period.

c. Eve Watch - Normally this shift logs the last flight in the SUA for the calendar day. Use the time the last flight departs the SUA as the inactive time.

EXAMPLE
SUA scheduled from 1100 - 0300Z. Last flight using the SUA departs at 0145Z. No other participants use the SUA between 0145-0300Z. At 0300, log the SUA inactive at 0145Z.

```
0300   LATE ENTRY: 0145 R5306A INACTIVE
```

6-610 R-5303/5304 STRATUM

When portions of R-5303/5304 are activated, the following procedures will be used.

a. Ensure all transitioning aircraft with separation responsibility are at least 500 feet above the vertical limits of the area.

REFERENCE
FAA JO 7110.65, Paragraph 9-4-2, d.

b. If the controller deems it operationally advantageous, the aircraft may be rerouted via BEULA.V70.ILM or another route.

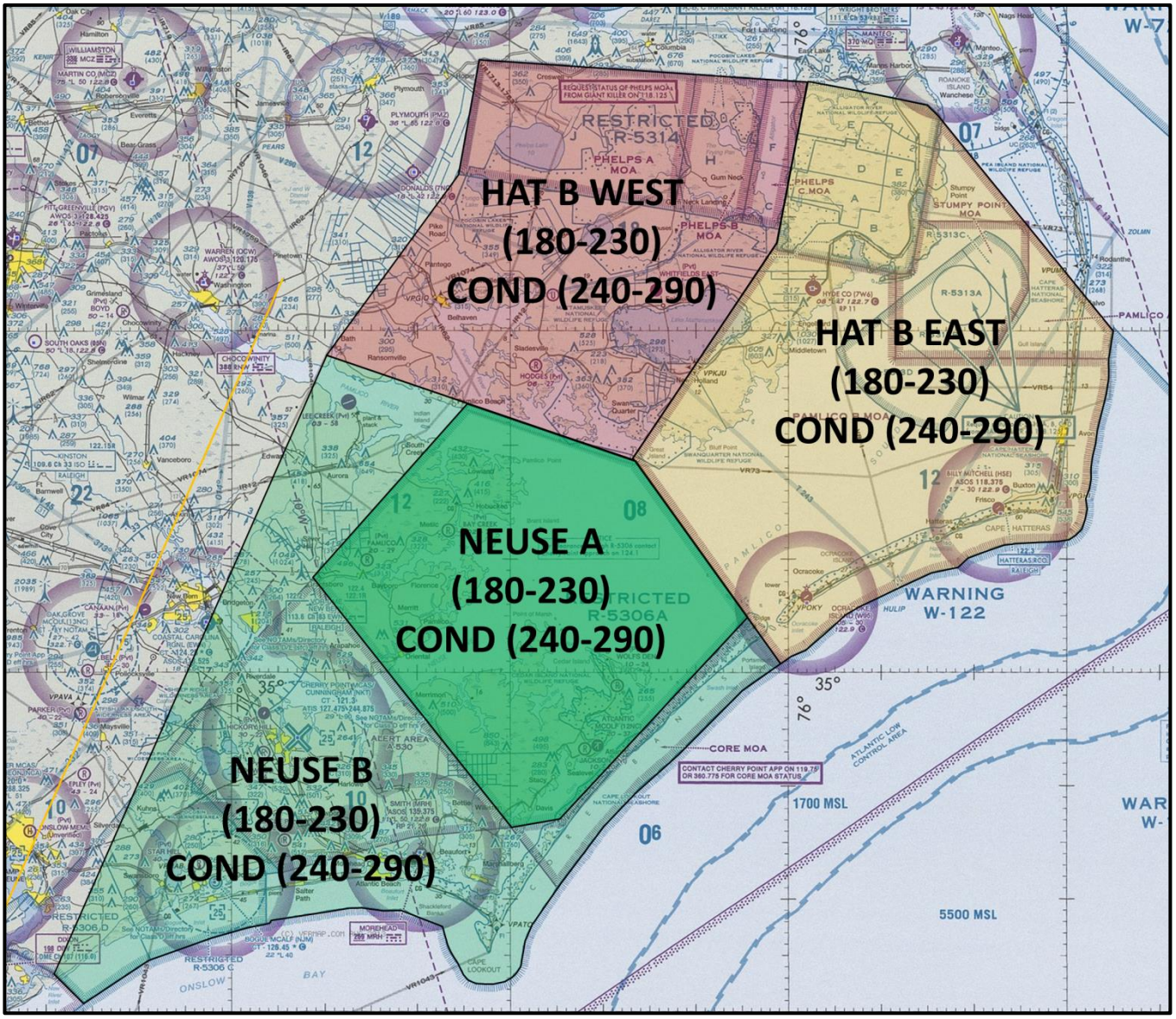

HAT B WEST
(180-230)
COND (240-290)
HAT B EAST
(180-230)
COND (240-290)
NEUSE A
(180-230)
COND (240-290)
NEUSE B
(180-230)
COND (240-290)
RESTRICTED
R-5314
PHELPS A
MOA
PHELPS B
MOA
PHELPS
C MOA
STUMPY POINT
MOA
R-5313C
R-5313A
RESTRICTED
R-5306A
WARNING
W-122
CORE MOA
CONTACT CHERRY POINT APP ON 119.75
OR 360.775 FOR CORE MOA STATUS
1700 MSL
5500 MSL
ATLANTIC LOW
CONTROL AREA
RESTRICTED
R-5306 C
RESTRICTED
R-5306 D
AERT AREA
A-530
PAMLICO
CAPE HATTERAS
ONSLOW
BAY

Figure 6-6-2

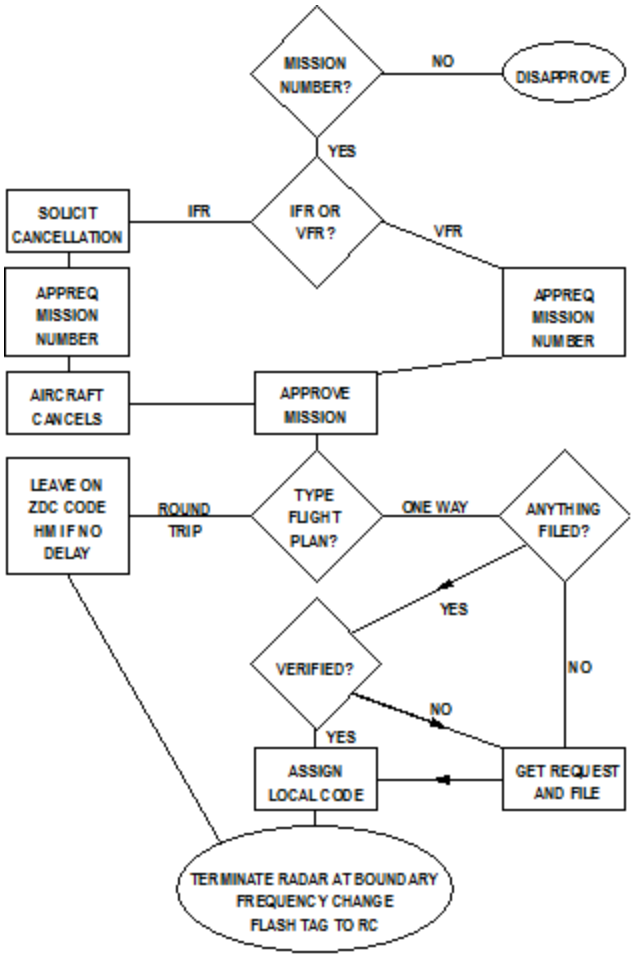


Figure 6-6-3

6-611 SUA VIOLATIONS

To ensure the safety of flight operations in R-5306A and on the bombing targets, it is imperative that the procedures and policies governing these areas are adhered to. To ensure strict compliance, penalties will be administered to units violating procedures as shown in Figure 6-6-4.

* Violations ATC shall report on the SUA Violation Report.

** Penalties ATC shall initiate.

REFERENCE
AirStaO P3570.2R TGTOPSMAN

6-612 CORE MOA PROCEDURES

a. Central Scheduling will schedule the CORE MOA along with other SUA, however, the CORE MOA with its intended use of a high speed transition from R-5306A and the Warning Area will not be scheduled for use by itself.

b. In addition to the requirement that this airspace shall be scheduled, it has been directed that Cherry Point Approach shall separate all nonparticipating aircraft that have requested ATC services from those military aircraft participants. This separation can come in the form of lateral separation but mostly it will have to be done vertically due to the aircraft's assigned target run into BT-9 or BT-11. Aircraft that check-in outbound to the Warning Area shall be advised of the altitude to maintain and advised to check-in with Cherry Point Approach on their inbound turn to obtain their altitude restrictions as needed. The R-5306A area common frequency (244.8) is another recognized method of informing aircraft of the CORE MOA altitude restrictions.

6-613 ATCAA PROCEDURES

a. The Approach Controller must identify the "MARSA Authority" for each mission/evolution in the ATCAA.

(1) MARSA Authority will identify specific ATCAA(s) and SUA with altitudes requested.

(2) MARSA Authority will identify "other participants approved into the ATCAA".

b. One MARSA Authority, ACID, has been identified, the Approach Controller will release the requested ATCAA using the following phraseology.

PHRASEOLOGY
(ACID), (ATCAA), MAINTAIN BLOCK (altitude) THROUGH (altitude) RELEASED TO YOU AT THIS TIME, MONITOR GUARD WHILE IN THE (ATCAA), REPORT FIVE MINUTES PRIOR TO EXITING WITH TOTAL NUMBER OF PARTICIPANTS, FREQUENCY CHANGE APPROVED.

EXAMPLE
"OTIS01, Burner ATCAA, block FL180 through FL230 released to you at this time, monitor GUARD while in the Burner ATCAA, report five minutes prior to exiting with total number of participants, frequency change approved."

c. For participating aircraft requesting to join ATCAA mission/evolution, use the following phraseology.

PHRASEOLOGY
(PARTICIPANT ACID), MAINTAIN (altitude at least 1,000 feet above or below ATCAA) UNTIL MARSA WITH (MARSA ACID), REPORT ENTERING THE (ATCAA).

EXAMPLE
"STONE11, maintain one seven thousand until MARSA with OTIS01, report entering the Burner ATCAA."

d. When participant reports entering the ATCAA, use the following phraseology.

PHRASEOLOGY
(PARTICIPANT ACID), MONITOR GUARD WHILE IN THE (ATCAA). REPORT FIVE MINUTES PRIOR TO EXITING ON THIS FREQUENCY, RADAR SERVICE TERMINATED, FREQUENCY CHANGE APPROVED.

EXAMPLE
"STONE11, monitor GUARD while in the Burner ATCAA. Report five minutes prior to exiting on this frequency, radar service terminated, frequency change approved."

e. If aircraft does not confirm that "MARSA Authority" has approved MARSA, use the following phraseology.

PHRASEOLOGY
(PARTICIPANT ACID), UNABLE (ATCAA) APPROVAL, SAY INTENTIONS.

EXAMPLE
"STONE11, unable Burner ATCAA approval, say intentions."

f. If "MARSA Authority" departs the ATCAA before "all complete", use the following phraseology.

PHRASEOLOGY
(ACID), I SHOW YOU AS THE MARSA AUTHORITY, SAY CALL SIGN OF NEW MARSA AUTHORITY.

EXAMPLE
"OTIS01, I show you as the MARSA authority, say call sign of new MARSA authority."

Violation	Penalty
No Mission Number. Aircraft attempting to gain access to R-5306A without a valid mission number.	** Access will be denied to R-5306A.
*** Violating a Sub-Area**. Aircraft entering a sub-area that they have not scheduled or have not been cleared for entry.	The Squadron would not be permitted SUA access for 30 days and would be required to receive a course rules brief (CRB) from Range, Targets, ATC, or Airspace personnel. The 30-day suspension would be extended until the CRB is received.
Violating Bombing Target Airspace.	The Squadron would not be permitted SUA access for 30 days and would be required to receive a course rules brief (CRB) from Range, Targets, ATC, or Airspace personnel. The 30-day suspension would be extended until the CRB is received.
*** Not Monitoring the Area Common Frequency**.	Upon three violations of failing to monitor the Area Common Frequency, the Squadron would not be permitted SUA access for 30 days and would be required to receive a course rules brief (CRB) from Range, Targets, ATC, or Airspace personnel. The 30-day suspension would be extended until the CRB is received.
*** Spill Out of SUA Boundary**. Aircraft that exit and then attempt to re-enter R-5306A.	**Any flight spilling out of assigned SUA three times in one mission will be immediately ejected from the SUA. In addition, if a squadron displays a definite trend of disregarding the SUA boundary then that Squadron would not be permitted SUA access for 30 days and would be required to receive a course rules brief (CRB) from Range, Targets, ATC, or Airspace personnel. The 30 day suspension would be extended until the CRB is received.

Figure 6-6-4

Section 7. EMERGENCY PROCEDURES

6-700 GENERAL

Guidelines for handling aircraft emergencies are found in the current edition of the AOM and FAA JO 7110.65. NATOPS emergency procedures for locally based aircraft are available in the control tower.

REFERENCE
FAA JO 7110.65, Chapter 10
AOM, paragraphs 5001 and 5006

6-701 INFORMATION REQUIREMENTS

a. Start assistance and notification as soon as enough information has been obtained upon which to act. Information requirements will vary, depending on the existing situation. Minimum required information for in-flight emergencies is:

(1) **Aircraft identification and type**.

(2) **Nature of the emergency**.

(3) **Pilot's intentions**.

b. After initiating action, obtain the following items or any other pertinent information from the pilot or aircraft operator, as necessary:

(1) **Last known position**.

(2) **Persons on board**.

(3) **Fuel on board**.

(4) **Ordnance on board**.

(5) **Landing weight and speed**.

(6) Aircraft altitude.

(7) Pilot reported weather.

(8) Pilot capability for IFR flight.

(9) Heading since last known position.

(10) Airspeed.

(11) Navigation equipment capability.

(12) NAVAID signals received.

(13) Visible landmarks.

(14) Aircraft color.

(15) Point of departure and destination.

(16) Emergency equipment on board.

NOTE
Requirements listed above in bold type are those that are part of the Control Tower Crash Emergency Call Sheet and are considered essential.

REFERENCE
FAA JO 7110.65, paragraph 10-2-1
AOM, paragraph 5001

6-702 EMERGENCY NOTIFICATION

When an aircraft accident occurs or when it is determined an emergency exists, the radar controller shall notify the following:

Aircraft Landing	Notify
NKT	CCL, FWO
EWN	EWN Tower, FWO
MRH	FWO
NJM	NJM, FWO
NCA	NCA Tower, FWO
Other uncontrolled airports	FWO
Outside NKT airspace	Appropriate Controlling Agency

6-703 ARRESTED LANDINGS

When a pilot requests an arrested landing with the radar branch, the controller will request the landing weight and speed. Forward this information to the CCL.

REFERENCE
AOM, paragraph 5006

Blank

Chapter 7. EQUIPMENT

Section 1. COMMUNICATIONS EQUIPMENT

7-100 GENERAL

This chapter describes the function and capabilities of the communications equipment used throughout the ATC facility. It is intended to be used for information purposes only. Procedures that have been established for the use of this equipment are listed in the appropriate section of this Manual.

7-101 ATIS

The Automatic Terminal Information Service (ATIS) provides advance non-control airport and terminal area operational and meteorological information for use by pilots arriving and departing the airport and operating within the terminal area. It is accomplished by a controller prepared recording that is repetitively broadcast on a voice outlet. The ATIS equipment is located at position 17 in the tower cab and is broadcast on frequency 244.875. See figure 7-1-1.

7-102 IVCSS

The AN/FSC-119(V), Integrated Voice Communications Switching System (IVCSS) is a digital ATC communications system. The system is a non-blocking 480-channel software configurable network. IVCSS incorporates radio, telephone (interphone), intercom access and special circuits over a dual bus microprocessor controlled system. The system requirements vary from site to site in regard to the number of Operator Positions, radio circuits, telephone trunk lines, intercom connections and special circuits. The IVCSS includes Central Equipment, System Control Units (SCU) and Operator Position equipment.

a. Central Equipment. The Central Equipment contains the channel switching equipment, the file server, peripheral control equipment, voice processing equipment, power supplies, and power distribution. The system has design redundancy and back-up battery support to insure continuous service. A totally programmable system configuration is stored and modified by a 386SX based file server over a local area network and a gateway interface to the system wide dual data bus.

b. System Control Unit. The basic IVCSS system has two SCU workstations. The ATC Supervisor SCU is used to maintain the system configuration. Local maps for each Operator Position and global maps for the site are created at this workstation using interactive menu driven screens. The central equipment configuration is maintained through the ATC SCU. System monitoring is handled by the SCU workstations detecting processing problems, bus errors and hardware failure. Any detected hardware failure produces audible alarms at both the ATC and maintenance SCU. The maintenance SCU prints out all major failures and displays every system software conflict in a real-time mode. The system software also includes a Traffic Data Collection (TDC) program that monitors Operator Position activity. The program collects the traffic data, stores and reports the information.

7-103 CRASH/EMERGENCY ALERT SYSTEM

a. Crash Circuit Alpha - used to alert essential personnel of an emergency or crash. Located on position 17, it is normally activated by the FT position. This circuit is tested daily at 0815L.

b. Crash Circuit Zulu - Backup for the Alpha Circuit. This circuit is tested every Monday morning after the "A" test. This circuit is activated when the receiver is picked up.

NOTE
When the "Z" circuit is activated, the "A" circuit is disabled.

c. Crash PA - a quick alert loud speaker system used to notify Crash Crew, SAR and personnel in the operations building of emergency situations. Located on position 19, it is normally activated by the LA, LC or as directed by the TS. The PA is checked prior to the daily "A" test at 0815L.

7-104 DUKANE SYSTEM

The Dukane door buzzer is located in the tower cab with remote phones located outside on the ground floor and on the 6th floor at the access to the tower cab. The controls and an intercom are located near position 17 in the tower cab. When a call is received in the tower, push the lit button on the front of the console and use the push to talk button on the handset to verify the identity of the caller. To allow access, push the bottom button located under the counter for someone on the ground floor, and the top button for someone at the cab door.

7-105 EMERGENCY COMM SYSTEM

The AN/FSC-104(V)1 ECS is an independent system providing the capability to transmit, receive, and record up to ten separate VHF/UHF radiophone channels, nine for ground to air communications and one for the FM crash/vehicle control net communications. The ECS also incorporates a switching unit that allows it to combine the emergency communications and hot standby functions into a single set of transmitters and receivers. In normal operation, the radios are connected through the IVCSS to serve as hot standby units, and can be individually accessed by the IVCSS in the event of an OCS radio failure. In an emergency, all ten channels can be switched at the local ECS consoles, located in the Control Tower Cab and the RATCF, to bypass the AN/FSA-47(V) and IVCSS systems entirely and provide emergency communications capability directly to the ECS consoles. The MCAS Cherry Point ECS incorporates six active channels and utilizes fixed-frequency transmitters and receivers plus tunable transceivers located in the Tower Equipment Room below the Control Tower Cab.

a. When in ECS mode, all radios and assorted functions operate as a single stand alone system. All functions and operations are done through the Operator Control Group, OK-532, at the supervisor's position in the IFR room or the OK-532 in the tower at position 18.

b. While in ECS, one has the capability of operating 10 radio sets, at Cherry Point this is set up in the following manner:

ECS FREQUENCY ASSIGNMENT		
RADIO 1	121.5 MHz	VHF GUARD
RADIO 2	243.0 MHz	UHF GUARD
RADIO 3	128.625 MHz	VHF PRIMARY
RADIO 4	268.7 MHz	APPROACH
RADIO 5	340.2 MHz	UHF PRIMARY
RADIO 6	TWR 211	VHF DIALABLE
RADIO 7	TWR 171	UHF DIALABLE
RADIO 8	IFR 211	VHF DIALABLE
RADIO 9	IFR 171	UHF DIALABLE
RADIO 10	140.1 MHz	GROUND

c. Radios 1-5 are fixed frequency radio sets, GRRs and GRTs while 6-9 are tunable GRCs with the remote dial heads located in the console of the operator's positions in the tower and IFR rooms. These GRC radios can be selected by either console but have to be dialed to frequency by the position that appropriately maintains that control head, so coordination may be necessary for use by opposite control position.

NOTE
The FM (radio 10) is now incompatible with the trunking system used by ground units. The hand held unit provided by Motorola must be used during ECS operations.

d. When in standby mode, all radios are wired into the IVCSS system to give the capability of secondary use.

NOTE
ECS mode will disconnect all secondary radios.

e. To use radios, select from switch panel as you would any radio not in ECS or use the FSA-47 to select secondary. The use of these radios in this manner is transparent to the controller.

f. QMS Fault. This should be ignored until further notice from ATC Maintenance because there is a hardware incompatibility at this time. The radios are tested by external equipment and the internal test equipment is at fault or not available.

g. Power Fault. This will cause an audible alarm and should be reported to ATCM as soon as possible.

MESSAGE FIELDS ENTERED

FIELD#	ABBREV	FIELDS	REQUIRED CHARACTERS	USE OF SPECIAL CHARACTERS
01		Message Type	2	. To separate "unlike" elements in route of flight.
02	AID	Aircraft ID	2-20	Example: EWN.V45.ISO
03	TYP	Aircraft Data	2-9	
04	BCN	Beacon Code	4	.. To separate "like" elements
05	SPD	Speed	2-4	Example: EWN..ISO..TYI
06	FIX	Coordination Fix	2-12	
07	TIM	Coordination Time	4-5	+ Used to "Bracket" PDRs, PDARs and PARs.
08	ALT	Assigned Altitude	2-20	Example: +OKC V14S TUL+
09	RAL	Requested Altitude	2-7	
10	RTE	Route (40 elements)	2-12	
11	RMK	Remarks (Plain Lang)	Space Avail	
12		Field Reference	1-3	
13		Location Identifier	2-12	

h. Fuse Fault. This will cause an audible alarm and should be reported to ATCM as soon as possible.

i. Hydrogen Excess Fault. This should be reported immediately to ATCM as this fault could become explosive if not taken care of.

7-106 LIGHT GUNS

Two ALDIS Lamps (Light Guns) are located in the control tower. Procedures for use are covered in FAA Handbook 7110.65.

REFERENCE
FAA Order 7110.65, Chapter 3, Section 2

7-107 RESERVED

7-108 FDIO

a. The Flight Data Input/Output (FDIO) system is located at the FT and FR positions. The FDIO automates the computation and transmission of movement data between the ARTCCs and control towers and approach controls. By the use of the FDIO system, flight plan clearance information is automatically transmitted from the ARTCC to the tower or approach control where flight strip printers automatically print out data on the flight progress strip. In the tower and approach control, keyboards are used to automatically transmit flight progress data to the ARTCC. Not only does this system permit controllers to receive and transmit aircraft flight plan information automatically, but it also provides a quicker and more simplified exchange of data. the possibilities of human error are reduced during the relay of essential clearance information.

b. For description and use of the system's hardware components, refer to the Flight Data Input/Output System Training for ATCS Users Guide located in the branch libraries. See figures 7-1-2 and 7-1-3.

7-109 RESERVED

TYPES OF "FDIO" MESSAGES

	PURPOSE	MESSAGE DESIGNATOR	AND SEQUENCE OF FIELDS									
1.	To amend one or more fields in a Computer Stored flight plan	AM	01 AM	02 AID	12 Field	(17) Data	(12 (Field	(17)) etc... Data)				
2.	To enter Altimeter Data for selected reporting stations	AS	01 AS	35 Altimeter Entrance Time		13 Location ID		34(13 Altimeter	34) etc... Data			
3.	To Depart an aircraft having Computer Stored flight plan	DM	01 DM	02 AID	(07) (TIM)	(08) (ALT)	(01 A maximum of Six Dept. Per/MSG	02	(07)	(08)	etc...	
4.	a. To enter a Proposed flight plan	FP	01 FP	02 AID	03 TYP	(04) (BCN)	05 SPD	06 FIX	07 TIM	09 ALT	10 RTE	(11) (RMK)
	b. To enter an Active flight plan	FP	01 FP	02 AID	03 TYP	(04) (BCN)	05 SPD	06 FIX	07 TIM	09 ALT	10 RTE	(11) (RMK)
5.	To request a Flight Plan Readout	FR	01 FR	02 AID								
6.	To enter General Information messages and specify Output	GI	01 GI	16 Output	(16) etc... Rte		11	RMK	O (Ex: O No Oxygen)			
7.	To initiate a Hold, or modify existing Hold Data	HM	01 HM	02 AID	(21) (Hold Data - (FIX) (/) (Time))							
8.	To update an Active flight plan	PR	01 PR	02 AID	18 Progress - FIX or Strip No. (/Time)							
9.	To Retransmit to ARTS	RB	01 RB	13 ARTS Facility								
10.	To force flight data transfer to ARTS system	RF	01 RF	02 AID	13 ARTS Facility							
11.	To remove a Flight Plan from Core Storage	RS	01 RS	02 AID								
12.	To remove a data from NAS storage but retain in ARTS storage	RX	01 RX	02 AID								
13.	To Enter a Stereo Flight Plan	SP	01 SP	02 AID	(03) (TYP)	(05) (SPD)	07 TIM	(08) (ALT)	(09) (RAL)	10 RTE	(11) (RMK)	
14.	To request a specific flight plan strip	SR	01 SR	02 AID	13 Location Identifier or Strip No.				16 Output Routing			
15.	To provide a limited output test	TD	01 TD	16 Output Routing								
16.	To enter Weather Information	WX	01 WX	13 Location ID		35 Altimeter Data Time		45(*) Weather Data preceded by O * allows additional WX sequence	(13 35 45 (*)) (13 35 45)			
17.	To request Weather Information	WR	01 WR	13 Location ID								

CHANNEL	REC #1	REC #2	REC #3	REC #4	REC #5
1	POS 1	POS 10	POS 17	243.0	POS 7
2	POS 2	POS 11	POS 18	268.7	POS 8
3	POS 3	POS 12	POS 19	340.2	POS 9
4	POS 4	POS 13	POS 20	119.35	POS 14
5	POS 5	POS 14	POS 21	377.175	VIDEO
6	POS 6	POS 15	POS 22	121.5	OPEN
7	POS 7	POS 16	ATIS	121.3	OPEN
8	POS 8	466-5960 (TROJAN)	OPEN	132.575	OPEN
9	POS 9	OPEN	CRASH "A"	124.1	OPEN

Figure 7-1-4

7-110 TAPE RECORDERS

a. The purpose of recorders in ATC facilities is to record video and audio conversations between controllers and aircraft. These recordings are used for aircraft accident analysis, checks on circuit discipline, analyzing adequacy and accuracy of ATC instructions, and for immediate playback for assistance in search and rescue.

b. Figure 7-1-4 lists the positions recorded on each of the five recorders at MCAS Cherry Point.

c. Audio tapes are changed once daily at 2300L.

d. Video tapes are changed twice daily at 1100L and 2300L.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.4.6

7-111 REMOTE RECORDER MONITOR

a. ATCM maintains eight audio recorders (4 upper decks and 4 lower decks) to record ATC audio communications and two video recorders (1 upper deck and 1 lower deck) to record secondary radar display. When the primary tape deck fails (either upper or lower) the other transport instantly starts recording. When a recorder is recording normally, the amber and green lights will be illuminated. When a deck fails, an audio alarm is sounded at the local (comm shop) and remote (IFR room) sites, and a visual alarm (red light) is illuminated.

b. At the remote sites there are two alarm shut off switches. The upper switch silences the alarm for either of the audio recorders and the lower switch silences the alarm for the video recorders.

c. When a tape alarms, the FWO need only silence the alarm and notify a communication shop technician.

d. A log entry is not required unless informed by a technician of a period of time that communications or video were not being recorded.

7-112 VISUAL COMMUNICATIONS (VISCOM)

a. The VISCOM system is a coordination device between the radar controller and the control tower. VISCOM provides a sequence of lights and switches that supplements other circuits on the interphone system and serves to reduce the number of voice contacts between the tower and radar controller.

b. There are four VISCOM units in the IFR room located at positions 1, 2, 3 and 7. These tie into three switching indicator units in the control tower on position 18. A set of units located above position 6 allows monitoring of the information in the system. The monitoring units on position 6 and the indicators in the tower are equipped with LED readouts that indicate which position is transmitting the information. See figure 7-1-5.

7-113 EMERGENCY GENERATOR LOAD TESTS

a. Load tests on the following generators will be accomplished during the biweekly FOD walks:

Bldg#	Equipment Supported
1640	RATCF/Tower
1695	Receiver Site
1776	Transmitter Site
4150	ASR-8 Site
4303	PAR Site

Load tests on the following generators can be accomplished at any time with at least 24-hour notice from Facilities Maintenance and with prior approval from the ATC Facility.

Bldg#	Equipment Supported
1660	TACAN

b. Responsibilities

(1) Airfield Operations will provide Facilities Maintenance a schedule of FOD walks by the 5th day of the month prior to the beginning of the quarter and notify Facilities Maintenance when there are any changes or cancellations to the FOD walk schedule. Point of contact is the AirOps NCOIC at 466-3632.

(2) Facilities Maintenance will provide Airfield Operations a schedule of quarterly load tests, based on the FOD walk schedule by the 15th day of the month prior to the beginning of the quarter. Point of contact is the Preventative Maintenance Coordinator (FMD) at 466-2304. Facilities Maintenance will also notify Airfield Operations when there are any changes to the schedule or when a load test is cancelled.

(3) Facilities Maintenance will contact ATC Maintenance prior to the start of a load test. Contact numbers are 466-5057/2650/4179. ATC Maintenance will request approval from the FWO. The FWO will give final approval for any change of existing power supply (change to generator power and change back to commercial power). An ATC Maintenance technician will be at the equipment site before commercial power is removed. ATC Maintenance will notify the FWO when load tests are completed. Tests may be delayed based on existing traffic and/or weather conditions at the time of request.

7-114 HAND HELD BACKUP RADIO

A hand held UHF-AM tunable radio is located on top of the ILS monitor in the control tower. The frequency list is posted beside the radio. This is an emergency back-up radio.

7-115 HAND HELD FM RADIO

A hand held FM radio is located in the control tower. The frequencies available are:

Channel 1	Vehicle Net	V-NET
Channel 2	Crash Net	C-NET

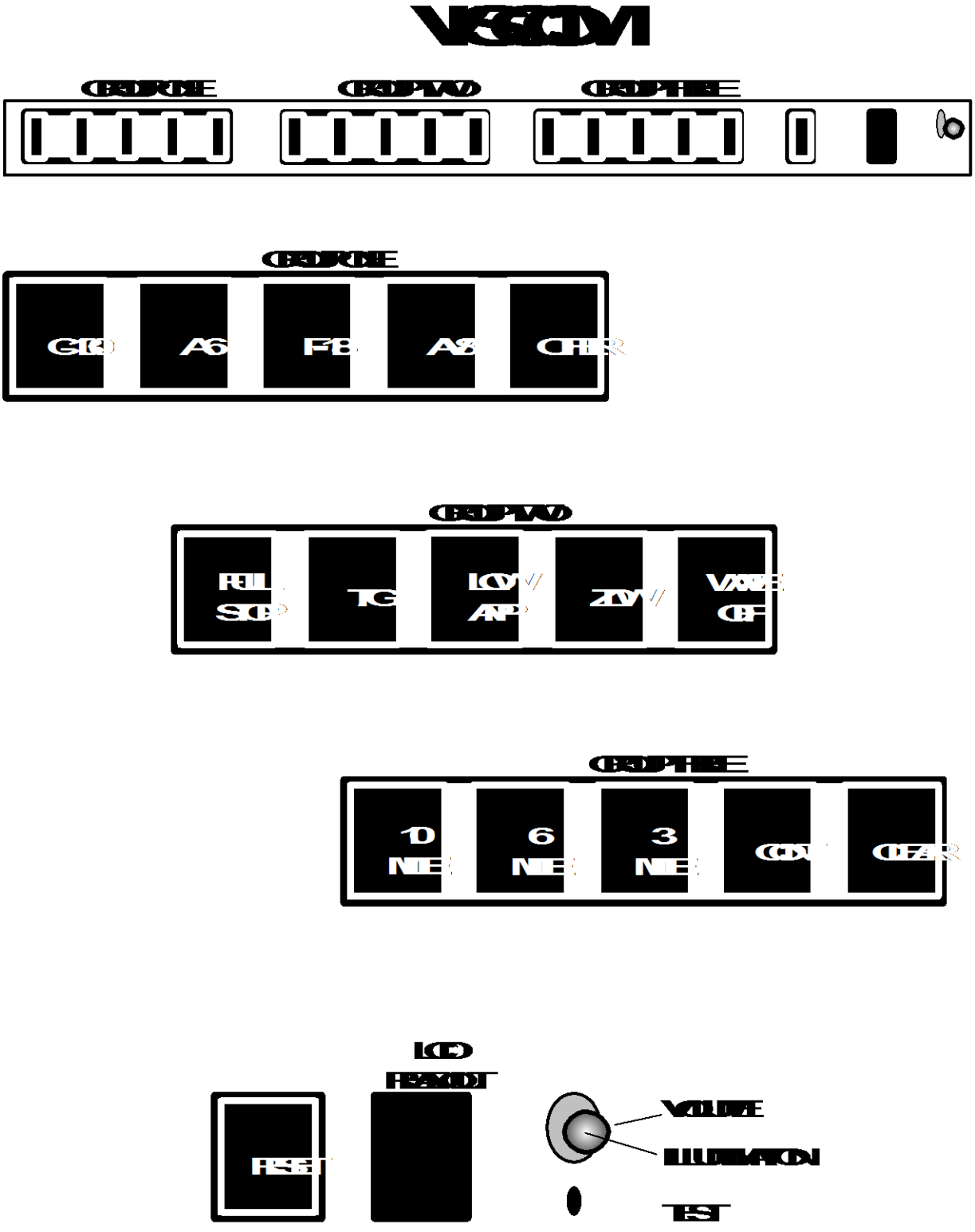


Figure 7-1-5

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Section 2. RADAR EQUIPMENT

7-200 GENERAL

This chapter describes the function and capabilities of the radar and associated equipment used throughout the ATC facility. It is intended to be used for information purposes only. Procedures that have been established for the use of this equipment are listed in the appropriate section of this Manual.

7-201 AN/GPN-30 CONTROL PANEL

The control panel for the AN/GPN-30 (ASR-11) surveillance radar system is located at the FWO console in the TRACON. The button descriptions and functions are detailed in Figures 7-2-1.

7-202 STANDARD TERMINAL AUTOMATION REPLACEMENT SYSTEM (STARS)

a. The STARS system is comprised of the AN/GPN-30 Digital Surveillance Radar, Monopulse Secondary Surveillance Radar, and digital Terminal Control Workstation (TCW).

b. The TCW radar indicators displays information received from the ASR-11 antenna and are digitally processed into STARS indicators. There are nine STARS indicators located within the TRACON on positions 2,3,4,5,7,8,9,10 and 13 and a work station located in the control tower (TDW).

c. The AN/GPN-30 system consists of a dual channel Monopulse Secondary Surveillance Radar (MSSR) and a Primary Surveillance Radar (PSR) made up of dual channel Receiver Exciters (REX)/Signal Data Processors (SDP) with an eight module solid state trasnmitter.

d. Primary. The AN/GPN-30 surveillance radar system provides aircraft position information for air traffic control purposes. Primary Surveillance Radar (PSR) provides range and azimuth information for aircraft within 60 nautical miles of the antenna over 360 degrees of azimuth, subject to radar line of sight constraints. The major processing components of this system are the PSR channels A and B and the Site Control and Data Interface (SCDI) channels A and B.

e. Secondary. The MSSR interrogator is utilized with an Open Planar Array (OPA) antenna. The MSSR antenna and equipment are synchronized and collocated with the primary radar system at the radar site. The secondary radar system is mounted on top of the primary antenna and both rotate together at 12.5 revolutions per minute (RPM). Secondary radar coverage is set at the radar site to either 60NM or 120NM. MSSR range coverage is not selectable by air traffic controllers. The MSSR is capable of interrogating in four different modes. However, the MSSR is currently configured to interrogate only modes 3/A, mode C, and mode B which are utilized to interrogate the radar parrot in measuring the radiation patterns of the radar antenna.

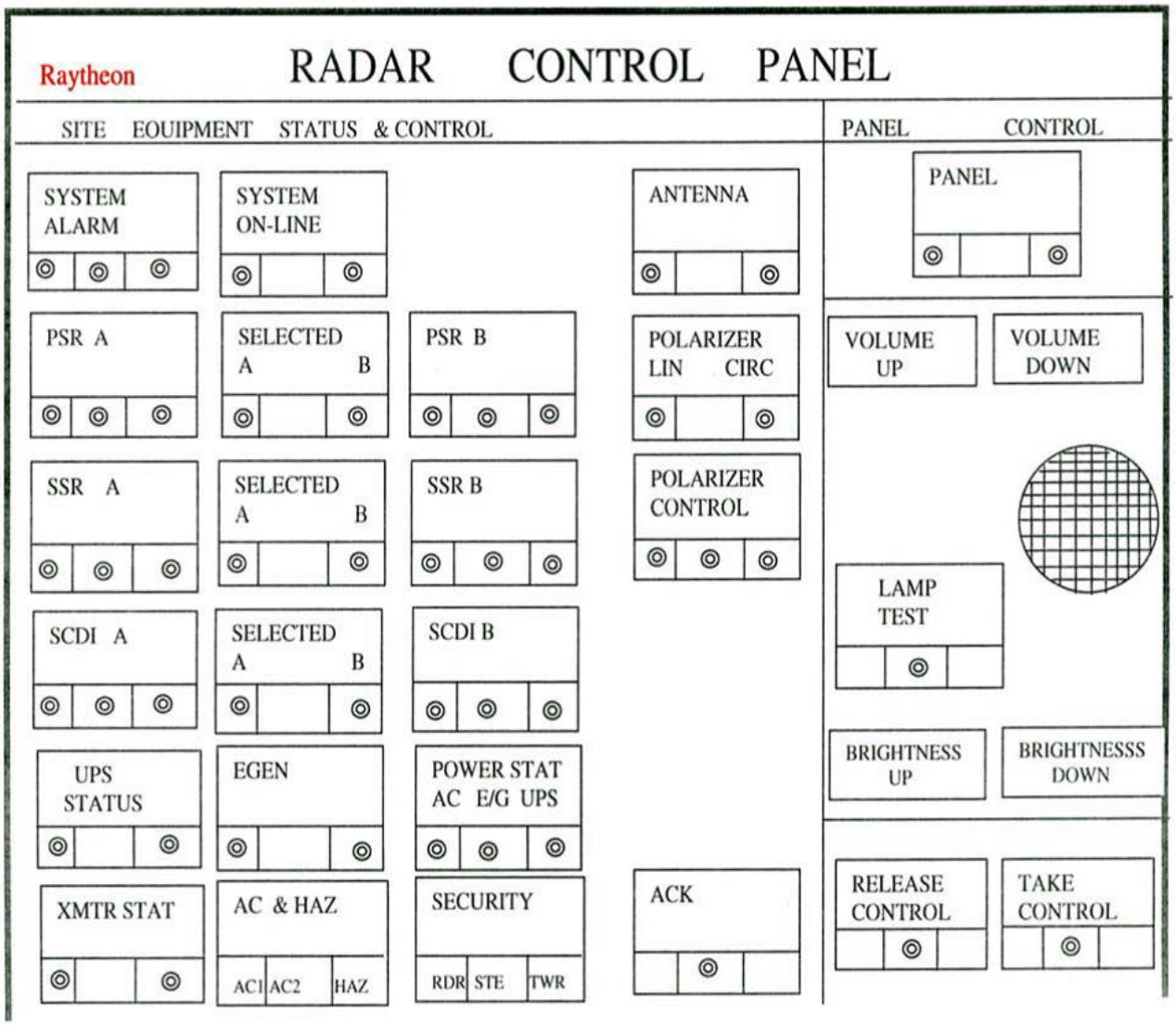

Raytheon
RADAR CONTROL PANEL
SITE EQUIPMENT STATUS & CONTROL
PANEL CONTROL
SYSTEM ALARM
SYSTEM ON-LINE
ANTENNA
PANEL
PSR A
SELECTED A B
PSR B
POLARIZER LIN CIRC
VOLUME UP
VOLUME DOWN
SSR A
SELECTED A B
SSR B
POLARIZER CONTROL
LAMP TEST
SCDI A
SELECTED A B
SCDI B
BRIGHTNESS UP
BRIGHTNESSS DOWN
UPS STATUS
EGEN
POWER STAT AC E/G UPS
RELEASE CONTROL
TAKE CONTROL
XMTR STAT
AC & HAZ
AC1 AC2 HAZ
SECURITY
RDR STE TWR
ACK

Figure 7-2-1

Control/Indicator	Function
ASR-1 CONTROL PANEL	
SYSTEM ALARM	Provides notification of either a no alarm or system alarm status. The illuminated green light indicates that no system alarms are present. An illuminated red light indicates a system alarm(s) is present. A flashing red light indicates an unacknowledged system alarm(s) is present.
PSR A	Provides control and status of Primary Surveillance Radar (PSR) channel A. A green light indicates PSR A is in the on-line mode. A red light indicates PSR A is faulted. An amber light indicates PSR A is in the maintenance mode.
SSR A	Provides control on status of Secondary Surveillance Radar (SSR) channel A. A green light indicates SSR A is on the on-line mode. A red light indicates PSR A is faulted. An amber light indicates SSR A is in the maintenance mode.
SCDI A	Provides control and status of the Site Control and Data Interface (SCDI) channel A. A green light indicates the SCDI A is in the on-line mode. A red light indicates SCDI A is faulted. An amber light indicates SCDI A is in the maintenance mode.
UPS STATUS	Indicates the status of the Uninterruptible Power Supply (UPS). A green light indicates the UPS is in the on-line mode. A red light indicates the UPS is faulted.
XMTR STAT	Indicates the status of the PSR transmitter. A green light indicates PSR transmitter output is OK. A red light indicates the transmitter is off or providing insufficient power.
SYSTEM ON-LINE	Indicates if radar data is available to the system. A green light indicates radar data is available. A red light indicates no radar data is available.
SELECTED (PSR)	Makes PSR A or B the selected primary surveillance radar channel and indicates which PSR is selected.
SELECTED (SSR)	Makes SSR A or B the selected secondary surveillance radar channel and indicates which is selected.
SELECTED (SCDI)	Makes SCDI A or B the selected Site Control and Data interface and indicates which SCDI is selected.
EGEN	Indicates and controls status of the engine generator. A green light indicates the generator is running. A flashing green light indicates a shutdown command has been sent. A red light indicates the engine generator is faulted. No light indicates the engine generator has stopped or the status is unknown.
AC & HAZ	(Indicator only) Indicates status of AC systems 1 and 2 and if a detectable hazard exists at the radar site. Any red light results is a system alarm and must be acknowledged.
PSR B	Provides control and status of Primary Surveillance Radar (PSR) channel B. A green light indicates PSR B is in the on-line mode. A red light indicates PSR B is faulted. An amber light indicates PSR B is in the maintenance mode.
SSR B	Provides control and status of Secondary Surveillance Radar (SSR) channel B. A green light indicates SSR B is in the online mode. A red light indicates SSR B is faulted. An amber light indicates SSR B is in the maintenance mode.
SCDI B	Provides control and status of the Site Control and Data Interface (SCDI) channel B. A green light indicates the SCDI B is in the on-line mode. A red light indicates SCDI B is faulted. An amber light indicates SCDI B is in the maintenance mode.
POWER STATUS	Indicator showing the source of power supply to the radar equipment.
SECURITY	Indicates an intrusion has been detected in the remote site, E/G or pedestal room.
ANTENNA	Controls and indicates the rotation of the radar antenna.
POLARIZER	Controls and indicates the polarization of the radar signal.

POLARIZER CONTROL	Controls and indicates the Auto or Manual selection of linear or circular polarization. In the Auto mode, the ASR-11 system will automatically switch between linear and circular polarization as detected weather builds or dissipates.
ACKNOWLEDGE	Press the Acknowledge button to acknowledge the alarm or status change. It is necessary to press the ACK button for each change in status.
PANEL	Indicates the status of the RCP and the comm link to the panel.
VOLUME UP	Increases the volume of alarms in 8 step increments.
VOLUME DOWN	Decreases the volume of alarms in 8 step increments.
LAMP TEST	Performs lamp test for all panel indicators.
BRIGHTNESS UP	UP Increases the intensity of RCP indicators in 8 steps.
BRIGHTNESS DOWN	Decreases the intensity of RCP indicators in 8 steps.
RELEASE CONTROL	If the RCP is in control, pressing the release control button will relinquish control of the RCP. If the RCP is not in control, pressing the button will have no effect.
TAKE CONTROL	If control of the RCP has been released, an amber light will illuminate. Press the Take Control button to transfer control to the RCP. A green light indicates the RCP has control of the ASR-11 system.

Figure 7-2-3

~~7-203 BEACON INTERROGATOR~~

~~The Beacon Interrogator Control Panel is located above and to the right of the FR position. The panel is used to select the beacon channel and range of the interrogator. The altimeter setting is controlled by the RATCF DAIR input data, therefore, the altimeter portion of this panel is not used. See figure 7-2-4.~~

7-204 TOWER DISPLAY WORKSTATION

Reserved.

7-205 FPN-63 PRECISION RADAR

a. The FPN-63 PAR radar is a solid state unit and is mounted on a remotely controlled turntable. The coverage of the FPN-63 is 8 degrees in elevation and 20 degrees in azimuth. It allows either a 10 or 20 mile range selection. When MTI is used, the RANGE SELECT switch will choose either 10 or 15 miles. The 5 mile range marks on the AZ/EL scope are brighter than the others. There is also a PAR Minimum Marker on the elevation scan that marks the decision height (DH) for the runway in use.

b. The FPN-63 has an MTI velocity offset control. In cases of bad weather or blocks of trees showing on the scope when MTI is selected, you may vary this control to cause these types of echoes to be canceled.

c. In a PAR approach, the course deviation must not exceed 30 feet or 0.2 degrees, whichever is greater at the runway threshold. The range information given must be accurate within plus or minus 2 percent. Also, the PAR radar must be capable of detecting an aircraft on the runway centerline extended, at an altitude of 2000 feet, and a distance equal to the maximum range of the scope.

d. Descriptions of the FPN-63 Radar Indicator and associated control functions are listed on pages 7-2-7 through 7-2-9.

7-206 FPN-63 CONTROL PANEL

The FPN-63 control panel is located between positions 2 and 3 in the IFR room. This panel allows the controller to configure the precision approach equipment for various situations. A depiction of this panel and associated controls are shown on pages 7-2-8 and 7-2-9.

7-207 FPN-63 REMOTE CONTROL PANEL

a. The FPN-63 remote control panel is also located between positions 2 and 3 in the IFR room just above the main control panel. This panel is used to rotate the precision radar to the appropriate

runway. A depiction of this panel and associated controls are shown in figure 7-2-10.

b. When the PAR is scanning in normal mode, it actually has parts that are continuously moving and wearing out the unit's antenna prematurely. FWOs will ensure the PAR is in the standby mode during light traffic periods. This only involves shutting off the high voltage, then shutting off the scan and turning down the intensity. To return the PAR back to normal mode, reverse the sequence.

7-208 GENERATORS

All generators are "Auto-Start" and come on line as a result of a power surge or power loss. At the ATC Division's request, Facilities Maintenance will place them on line during destructive weather conditions or at any other time when a power outage is scheduled. They are maintained and serviced by Facilities Maintenance Department.

REFERENCE
NAVAIR 00-80T-114, paragraph 3.4.4

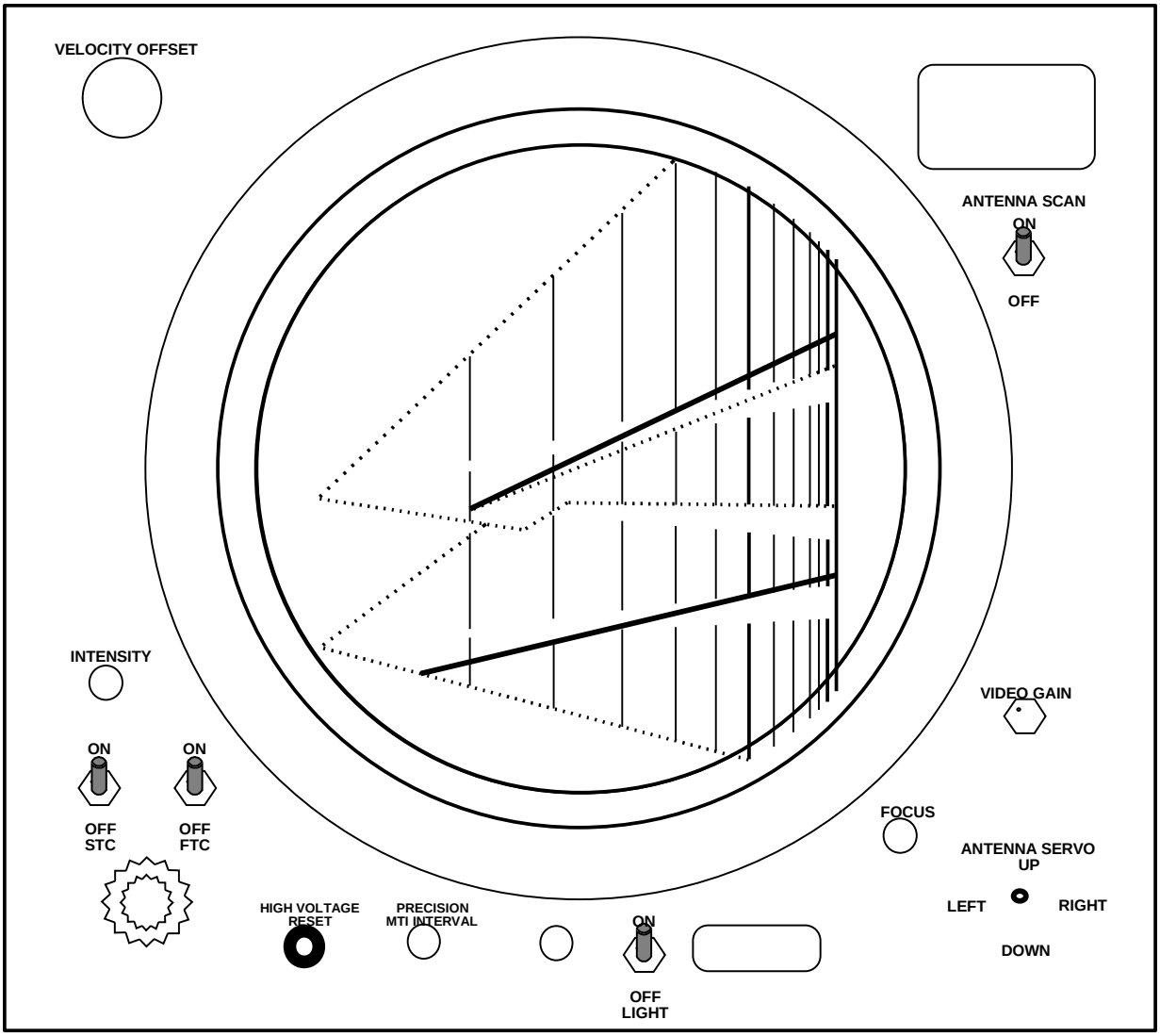
7-209 RESERVED

7-210 IPART

a. The 15G33A Improved PAR Trainer (IPART) provides individual proficiency training capability to enhance PAR controller skills. Skill objectives are achieved through simulation of normal and abnormal PAR operations.

b. Hardware
- Realistic equipment training
- Integration of ancillary equipment via touch screen including:
  - VIDS
  - ETVS
  - VISCOM

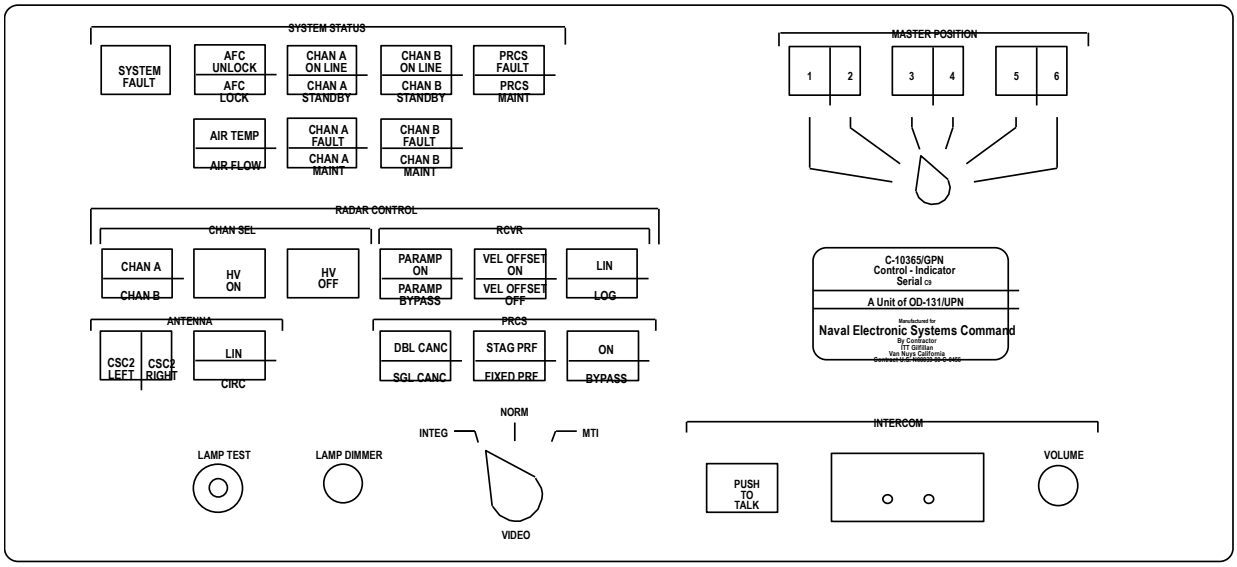
c. Software
- Common Access Card login required for training, maintenance and system security
- Site specific training
- Automated generation of training records for completed training
- Trainer availability in the following modes
  - Self-Paced
  - Increasingly challenging levels
  - Instructor/Maintenance
- Speaker independent voice recognition system (No voice enrollment is required but it is available)
- Approach, Tower and pilot voices generated by the training device computer

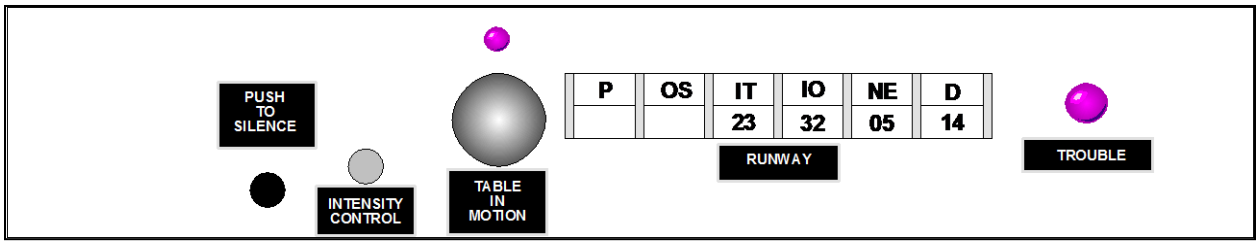


Control / Indicator	Function
FPN-63 RADAR SCOPE	
ANTENNA SCAN	Turns antenna drive motor on or off.
VIDEO GAIN	Adjusts brilliance of video signal on indicator.
ANTENNA SERVO	Moves the elevation and azimuth antennas. Positioning the antenna scan over the desired aircraft produces maximum target strength.
FOCUS	Focuses presentation on indicator.
LIGHT	Turns alignment aid lamp on or off.
PRECISION MTI INTERVAL	Control portion of sweep MTI video presented on indicator.
HIGH VOLTAGE RESET	Resets high voltage overload relay and turns high voltage on.
IF GAIN	MTI - Controls gain on MTI targets. Normal - Controls gain on normal targets.
STC ON - OFF	Turns Sensitivity Time Control (STC) on or off. When selected, reduces target blooming and helps reduce ground returns.

FTC ON - OFF	Turns Fast Time Constant (FTC) on or off. When selected, will eliminate all but the leading edge of all video returns. Used to reduce precipitation/ground returns.
INTENSITY	Controls the sweep intensity.
VELOCITY OFFSET	Detunes MTI system slightly so that slow moving blocks of clutter, such as weather fronts, can be made to appear stationary and thereby canceled.
SYSTEM STATUS	
SYSTEM FAULT Indicator	When flashing, indicates fault is present in system
AIR TEMP / AIR FLOW	When AIR TEMP is lighted, indicates overheat in transmitter cabinet; when AIR FLOW is lighted, indicates lack of airflow in cold-air duct.
AFC UNLOCK / AFC LOCK Indicator	When AFC UNLOCK is lighted, indicates AFC is in unlocked condition; when AFC LOCK is lighted, indicates AFC is in lock condition (for online channel only)
CHAN A ON LINE / CHAN A STANDBY	When CHAN A ON LINE is lighted, indicates channel A transmitter and receiver are selected (remotely or locally) and connected to PAR antennas; when CHAN A STANDBY is lighted, indicates channel A transmitter and receiver are in a standby status and connected to dummy load if channel B is on line.
CHAN A FAULT / CHAN A MAINT	When CHAN A FAULT is lighted, indicates channel A transmitter and/or remoting equipment is in a fault status; when CHAN A MAINT is lighted, indicates channel A transmitter, receiver, transmitter power supply, processor, remoting or remoting power supply is in a maintenance condition (not available for use).
CHAN B ON LINE / CHAN B STANDBY	When CHAN B ON LINE is lighted, indicates channel B transmitter and receiver are selected (remotely or locally) and connected to PAR antennas; when CHAN B STANDBY is lighted, indicates channel B transmitter and receiver are in a standby status and connected to dummy load if channel A is on line.
CHAN B FAULT / CHAN B MAINT	When CHAN B FAULT is lighted, indicates channel B transmitter and/or remoting equipment is in a fault status; when CHAN B MAINT is lighted, indicates channel A transmitter, receiver, transmitter power supply, processor, remoting or remoting power supply is in a maintenance condition (not available for use).
PRCS FAULT / PRCS MAINT	When PRCS FAULT is lighted, indicates processor is in a fault status; when PRCS MAINT is lighted, indicates processor is in a maintenance condition (not available for use).
MASTER POSITION	
1 Indicator	Indicates that indicator #1 is selected for master control
2 Indicator	Indicates that indicator #2 is selected for master control
3 Indicator	Indicates that indicator #3 is selected for master control
4 Indicator	Indicates that indicator #4 is selected for master control
5 Indicator	Indicates that indicator #5 is selected for master control
6 Indicator	Indicates that indicator #6 is selected for master control
Switch	Used to select indicator for control of PAR system
INTERCOM	
PUSH TO TALK	When pressed and lighted, RATCF can talk to PAR shelter and OPS; when released, PAR shelter can talk to OPS and RATCF
Jack Block	Used to connect external headset and microphone to intercom system
VOLUME potentiometer	Used to adjust audio level of internal audio amplifier for intercom headset
RADAR CONTROL	
CHAN A / CHAN B Indicator Switch	Used to select channel A or channel B transmitter and receiver for operation
HV ON Indicator Switch	Used to turn on high voltage of channel selected. Indicates high voltage in on.
HV OFF Indicator Switch	Used to turn off high voltage on channel indicator switch selected. Indicates high voltage is off.
PARAMP ON / PARAMP BYPASS Indicator Switch	Used when parametric amplifier is installed to BYPASS indicator select parametric ON or switch parametric amplifier bypass in receiver. When PARAMP ON is lighted, indicates parametric amplifier on is selected; when PARAMP BYPASS is lighted, indicates parametric amplifier bypass is selected.

VEL OFFSET ON / VEL OFFSET OFF Indicator Switch	Used to select velocity offset function in receiver ON or OFF. When VEL OFFSET ON is lighted, indicates velocity offset is selected ON and control by indicator is operational; when VEL OFFSET OFF is lighted, indicates velocity offset is selected OFF
LIN / LOG Indicator Switch	Used to select linear or logarithmic function of normal LIN-LOG IF amplifier in receiver. When LIN is lighted, indicates a linear IF condition is selected; when LOG is lighted, indicates a logarithmic IF condition is selected
CSC2 LEFT / CSC2 RIGHT Indicator Switch	Used to select left-of-runway or right-of-runway operation of cosecant-squared radiation pattern on elevation antenna when optional CSC2 equipment is installed. When CSC2 LEFT is lighted, indicates left-of-runway operation is selected; when CSC2 RIGHT is lighted, indicates right-of-runway operation is selected
LIN / CIRC Indicator Switch	Used to select linear polarization or circular polarization of azimuth and elevation antennas. When LIN is lighted, indicates linear polarization of antennas is selected; when CIRC is lighted, indicates circular polarization of antennas is selected
DBL CANC / SGL CANC Indicator Switch	Used to select single or double cancellation of DMTI in processor. When DBL CANC is lighted, indicates selection of double cancellation; when SGL CANC is lighted, indicates selection of single cancellation
STAG PRF / FIXED PRF Indicator Switch	Used to select fixed or staggered PRF operation of system when in MTI mode. When STAG PRF is lighted, indicates staggered PRF operations is selected; when FIXED PRF is lighted, indicates fixed PRF operation is selected
ON / BYPASS Indicator Switch	Used to select processor for on-line system timing and DMTI video processing or bypass processor in event of processor failure. When ON is lighted, indicates processor is selected for on-line channel; when BYPASS is lighted, indicates processor is disconnected, radar set is operating on internal triggers, and on-line channel is operating with normal video only
VIDEO INTEG-NORM-MTI Switch	Used to select mode of operation of processor and type video out: integrated, normal, or MTI
LAMP DIMMER Potentiometer	Used to adjust lamp brightness level for dark environment conditions
LAMP TEST Switch	Used to apply power momentarily to test all lamps on supervisor's panel





Control / Indicator	Function
FPN-63 REMOTE CONTROL PANEL	
PUSH TO SILENCE	When activated, silences audible tone when platform is repositioning
INTENSITY CONTROL	Adjusts the volume of the audible tone
TABLE IN MOTION Indicator	When lighted, indicates that the FPN-63 Radar is in motion on the turntable
RUNWAY Indicator Switch	When selected, initiates platform position change. Runway selected illuminated in yellow
POSITIONED Indicators	Illuminated in green when rotating platform has arrived at selected position
TROUBLE	When illuminated, indicates Emergency Stop, Overforce, or Overtravel condition

Figure 7-2-10

7-211 OD-152 SURVEILLANCE RADAR INDICATOR

The OD-152 surveillance radar indicator displays the information received and processed by the ASR-8 surveillance radar and the RATCF DAIR. The OD-152 is located in the radar room on positions 2, 6, 7, 8, 9, 12, 13, and 14. Descriptions and control functions are detailed on pages 7-2-11 and 7-2-12.

7-212 RATCF DAIR

a. The RATCF DAIR system reduces the bookkeeping functions associated with comparing flight strip information to a beacon reply and aids in reducing verbal coordination associated with handoffs.

b. The RATCF DAIR system is used and initiated by the controller when information is entered into the RATCF DAIR keyboard (KY-862/T). See figure 7-2-13.

c. The many presentations that the RATCF DAIR system provides to the radar scope are detailed in figure 7-2-14.

REFERENCE
APPENDIX H

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Section 3. NAVIGATIONAL EQUIPMENT

7-300 GENERAL

This chapter describes the function and capabilities of the Navigational Aids (NAVAIDs), Airfield Lighting and associated equipment used throughout the ATC facility. It is intended to be used for information purposes only. Procedures that have been established for the use of this equipment are listed in the appropriate section of this Manual.

7-301 AIRFIELD LIGHTING AND CONTROL SYSTEM

The airfield lighting available at MCAS Cherry Point is listed in the AOM. Control of this lighting is from a computer console located in the control tower. A depiction of this console is shown below.

a. The airfield lighting control system operates similar to a standard lighting control panel except it uses computer graphics for the switch buttons and a display of the airfield map showing which lights are operating. The menus are accessed by a trackball/on screen arrow.

b. The console uses three screens.

(1) Control display

(2) Airfield map

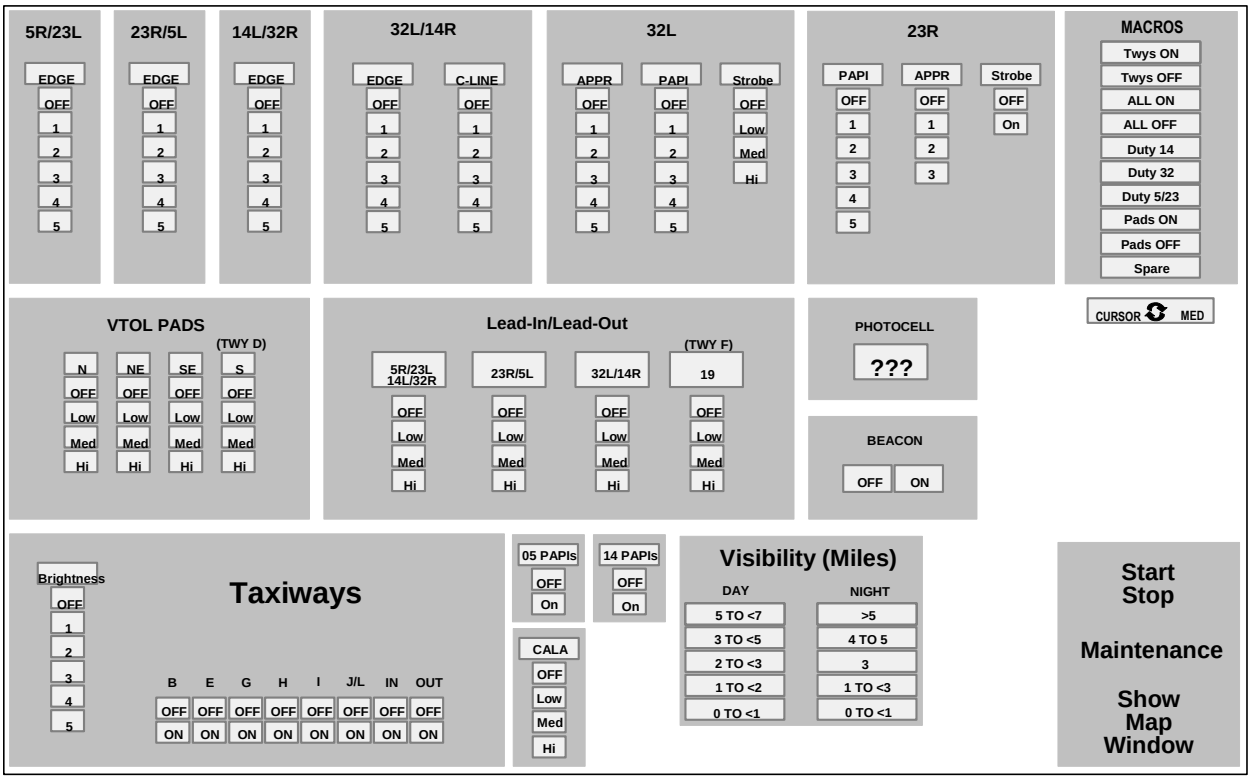
(3) Maintenance display

c. Macros have been designed to activate a specific combination of lights

d. Visibility setting icons will adjust all previously selected airfield lights to the prescribed intensities by moving the trackball arrow to the reported visibility settings and pressing the left button on the trackball base.

e. When using the macros to turn on/off or change intensity settings, a delay can be expected as

AIRFIELD LIGHTING CONTROL PANEL



the system cycles through the changes. This delay occurs only on the indicator screen, the lights on the airfield change at a normal speed.

f. An audible tone is heard when selecting macro functions. This tone indicates that the command was expected by the computer and the lights are in the process changing to the macro settings.

g. Airfield lights can be operated from the airfield map screen by moving the cursor around and highlighting the intended area. Press the left button on the trackball base to bring up a menu then select the desired intensity.

REFERENCE
AOM, paragraph 1006
AIM

7-302 NAVAID MONITORS

a. A malfunction of NAVAID equipment could place a pilot in a critical position; therefore, it is necessary that some automatic means be provided for continuously checking a NAVAID system. This is accomplished by electronic NAVAID monitoring devices, which are located in the radar branch. Most monitor equipment is similar in that it provides both a light and an aural alarm to indicate that a particular NAVAID is malfunctioning. Some monitor equipment provides for an automatic changeover to standby NAVAID equipment when the main system has failed (TACAN only).

b. When an alarm system of a NAVAID monitoring device goes off, notify the technician responsible for maintenance of the NAVAID equipment and the FWO.

c. If the NAVAID has to be shut down or is unreliable, you should notify the appropriate facilities, ODO, tower and the ARTCC.

7-303 NAVIGATION AIDS

a. TACAN. The AN/URN-25 TACAN system employs 126 two-way operating channels, spaced two MHz apart from 960 to 1215 MHz. Bearing information is available to an unlimited number of aircraft within line of sight range of the facility. Distance information, also limited to line of sight, is available from 0 to 195 miles. A ground facility can reply to distance interrogations from as many as 120 aircraft simultaneously. The Cherry Point TACAN, identification code NKT, incorporates the OE-258 antenna and operates on channel 75. It has a backup transmitter and is serviced by a 25 kW generator for emergency power. The AN/URN-25 is located at 34^{o}54'13"N and 76^{o}52'50"W.

b. ILS. The Instrument Landing System

Section 4. WEATHER EQUIPMENT

7-400 GENERAL

This chapter describes the function and capabilities of the weather equipment used throughout the ATC facility. It is intended to be used for information purposes only. Procedures that have been established for the use of this equipment are listed in the appropriate section of this Manual.

7-401 CLOCKS

Digital clocks are located on all operating positions within the facility.

7-402 DASI

The digital altimeter setting indicator (DASI) is located on positions 3, 7, 8, 9, 12, and 14 in the radar room and positions 18, 19, and 20 in the control tower.

7-403 WEATHER VISION

Weather vision displays are located in the IFR room above positions 6 and 10, and in the tower cab between positions 17 and 18. These displays contain general airport information and local displays of weather and other operational data pertinent to the local flying community and ATC. The weather section is responsible for updating the displays with input from flying squadrons, Air Ops, and ATC.

7-404 WIND INDICATORS

a. Digital wind indicators are located on positions 1, 3, 7, 8, 9, 12, and 14 in the radar room and positions 18, 19, and 20 in the control tower. All wind indicators receive wind information received from an anemometer at midfield.

b. Alarm Indicators

Lamp A - Lights when the average wind direction changes by 30 degrees or more from the last sample report and wind speed is 20 knots or more in the last/latest report.

Lamp B - Lights when the average wind speed has increased 10 knots or more in the latest sample report and the average wind speed is 30 knots or more in the last/latest report.

Lamp C - Lights when the difference between the average wind speed and the maximum or minimum wind speed span is 10 knots or more.

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APPENDIX A
SPECIAL OPERATIONS

Section 1. GENERAL

A-100 GENERAL

MCAS Cherry Point supports various types of special operations. Many of these are in the form of exercises such as JTFEX, Hornet's Nest or CAPEX. The special operations that support local squadrons on a recurring basis are covered in this chapter.

A-101 PRIORITY

These special operations usually require limiting or restricting nonparticipants from using the airport; therefore, they must be coordinated through Airfield Operations. Priority must be established prior to the operation through coordination with AirOps and the FWO.

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Section 2. UNMANNED AERIAL VEHICLE PROCEDURES

A-200 GLOBAL HAWK INTRODUCTION

a. If a critical malfunction occurs with the Global Hawk in flight, it may be required to make an emergency landing in order to prevent loss of the aircraft. Due to the unique nature of unmanned aircraft, prior coordination with potential emergency-use airfields is helpful to all parties involved. This document provides information for airfield management about the Global Hawk and what to expect in the event of an emergency landing.

b. This document is not a letter of agreement but rather serves to coordinate information between the airfield manager and the Global Hawk operators as a matter of courtesy. Because the aircraft will only recover to this field in an emergency situation, no official letter of agreement is required.

A-201 AIRCRAFT SPECIFICATIONS

Northrop/Grumman RQ-4A Global Hawk

• **Weights**	
-Empty	**9,200 lbs**
-Payload	**2,000 lbs**
-Take-Off Gross	**26,750 lbs**
• **Length**	**44 ft**
• **Wing Span**	**116' / Blk20- 132'**
• **Height**	**15 ft**

• **Altitude**	**60,000 ft**
• **Approx. Endurance**	**35 hrs**
• **Loiter Velocity**	**342 KTAS**
• **Range**	**12,500 nm**

A-202 COORDINATION PRIOR TO MISSION

For any Global Hawk mission that will use your airfield as an alternate, 12 RS will contact the airfield operations manager at least 24 hrs prior and inform him of the approximate timeframe when an this airfield will be a viable emergency airfield.

A-203 EMERGENCY LANDING

Two possible emergencies force the Global Hawk to make an emergency landing, Engine Failure and Dual Generator failure. In both cases 45 minutes of battery power remains to execute an emergency landing. Normally, as the aircraft progresses along its planned route, it constantly updates its default emergency airfield based on pre-programmed logic. Should engine or electrical failure occur, the aircraft will initiate a turn towards its currently selected emergency airfield and perform the following actions as it prepares for emergency landing:

a. Squawk 7700.

b. As soon as the pilot receives notification in the control shelter that the aircraft is in an emergency state, he will contact (via phone) the current ATC, and the tower at the intended emergency airfield to begin preparing for the emergency landing. The Global Hawk crew will also notify the installation command post and base operations as soon as time permits.

c. Upon crossing the IAF, (see charts included in this document) the aircraft will lower its gear and shutdown the engine (if still operating). If it is too high to make a safe landing, it will orbit at the designated IAF until reaching the appropriate altitude before proceeding inbound. The flight path of the last orbit will be adjusted to cross the IAF at the planned altitude.

d. From the IAF inbound it will descend on a 5.25 degree glide-slope along the approach path (as depicted on the included charts) until touchdown on the runway.

e. The Global Hawk will begin its flare between 40 and 70 ft AGL. The aircraft is normally programmed to touchdown approx 1500 ft beyond the approach end of the runway (wind conditions and runway slope may cause longer/shorter touchdown.)

f. Brakes will automatically be applied. In crosswind conditions, the aircraft may deviate from centerline during rollout due to lack of nosewheel steering.

g. Once the aircraft is stopped, all electrical components are automatically shut down and the control element will lose contact with the aircraft. Ground personnel may safely approach the aircraft as soon as it comes to a complete stop.

h. The aircraft will have to be towed clear of the active runway with special attention given to the broad wingspan and the possibility of wingtips contact the ground or equipment.

A-204 EMERGENCY CONSIDERATIONS

a. EMERGENCY COMMUNICATIONS. If both the AC and DC generators fail, the three batteries provide about 45 minutes of power to flight critical equipment during an emergency glide. Flight critical equipment does not include radio receive/transmit capability, so all communication between the Global Hawk pilot and ATC will be via telephone.

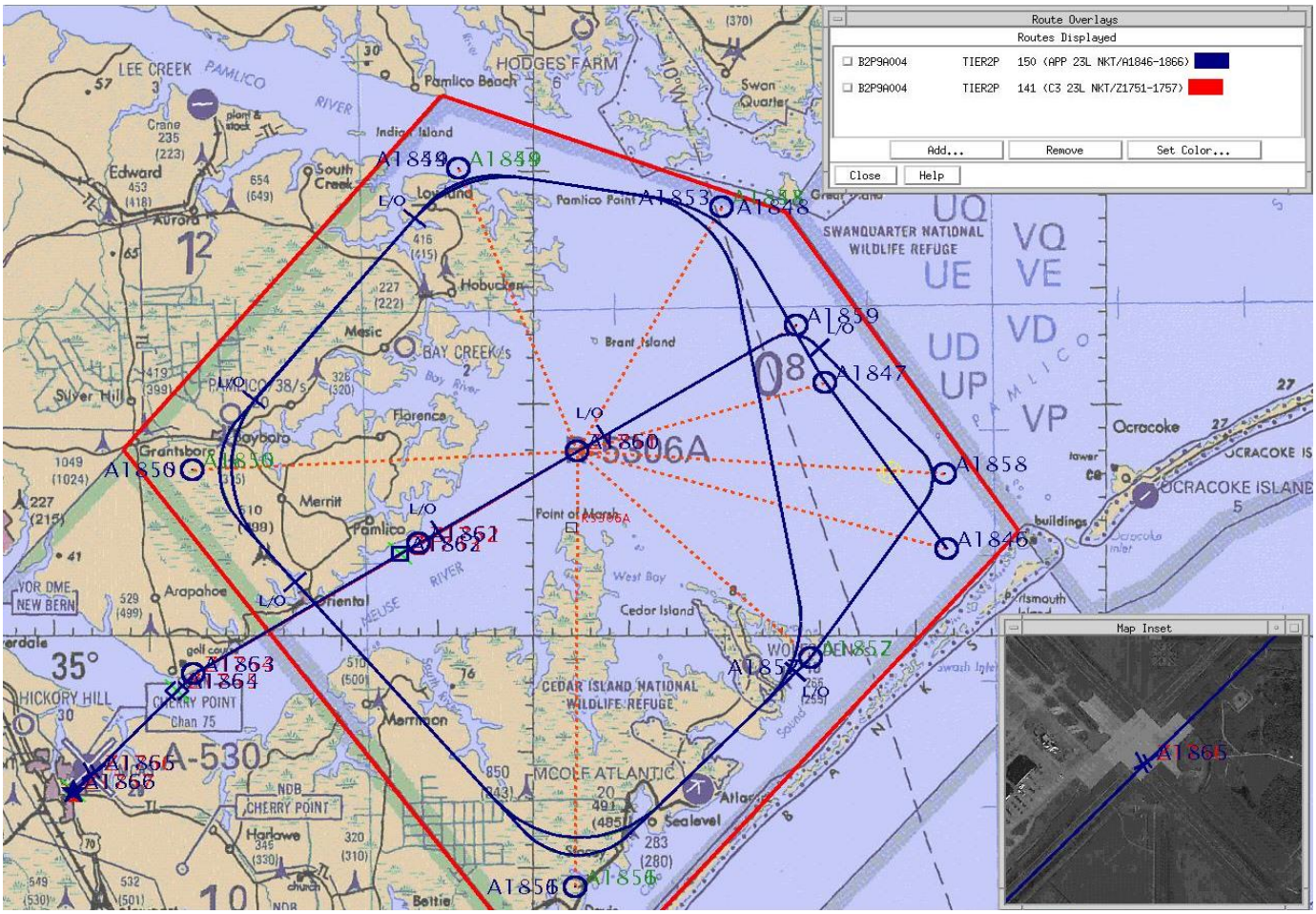
b. GLIDE RATIOS. Emergency descent is the aircraft glide capability with the engine out and windmilling. The glide ratio for maximum range is approximately 1:25 for gear up (1000 feet per 4.11 nautical miles) or 1:18 for gear down (1000 feet per 2.96 nautical miles). Emergency fields are planned within 125nm to account for winds and the 45min of battery life.

c. WIND LIMITS. Maximum crosswind for landing is 15 knots. Maximum tailwind component is 25 knots. Exceeding these limits may be necessary in an emergency, but may cause the aircraft to depart the prepared surface during rollout. Maximum wind for taxi and tow is 30 knots.

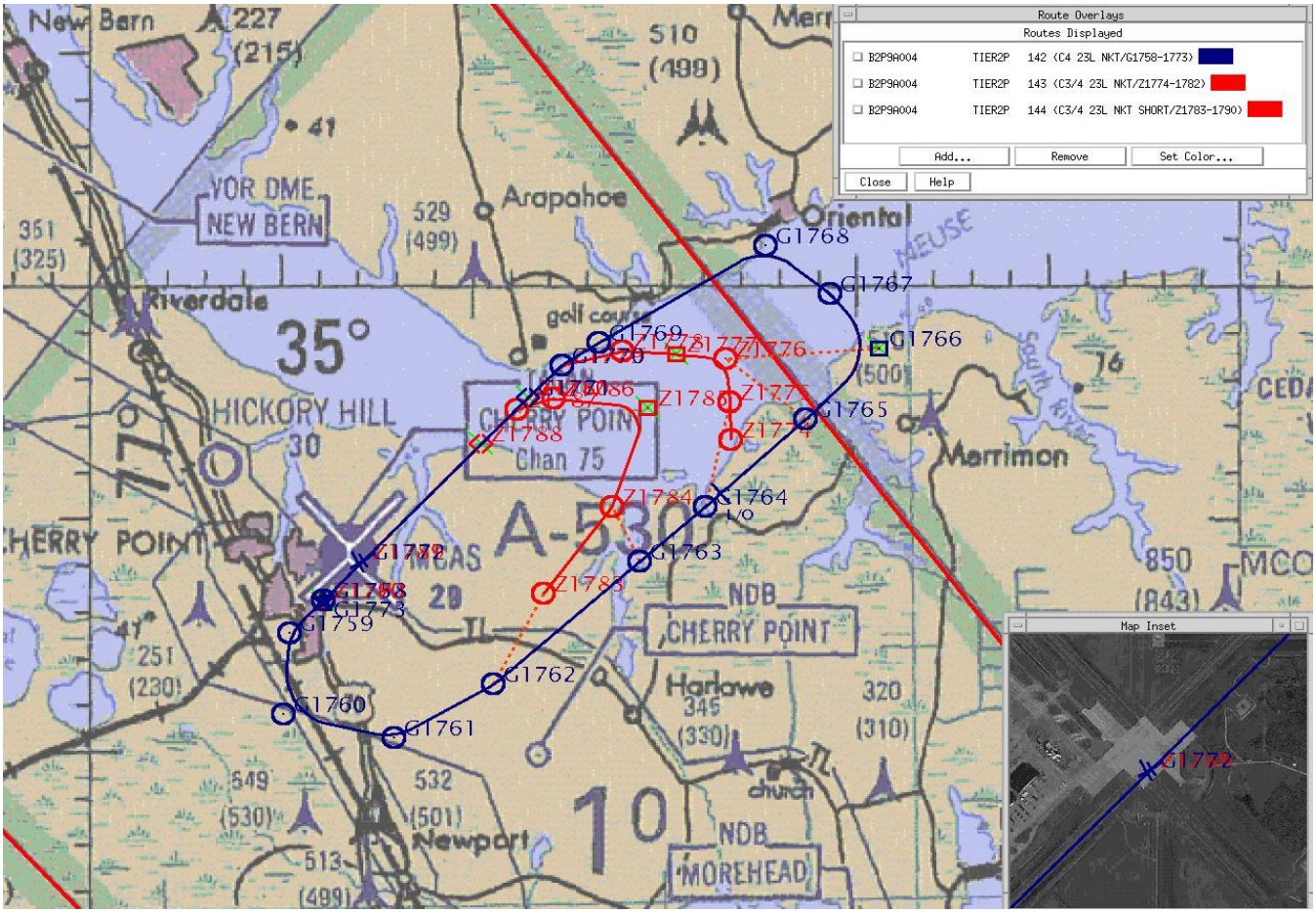
d. ARRESTING GEAR/BARRIERS. The aircraft is not normally permitted to taxi or takeoff over a runway arresting gear. Lowering or removing cables is preferred prior to an emergency landing.

A-205 LANDING PROFILES

a. Runway 23L



b. Runway 23L Missed Approach



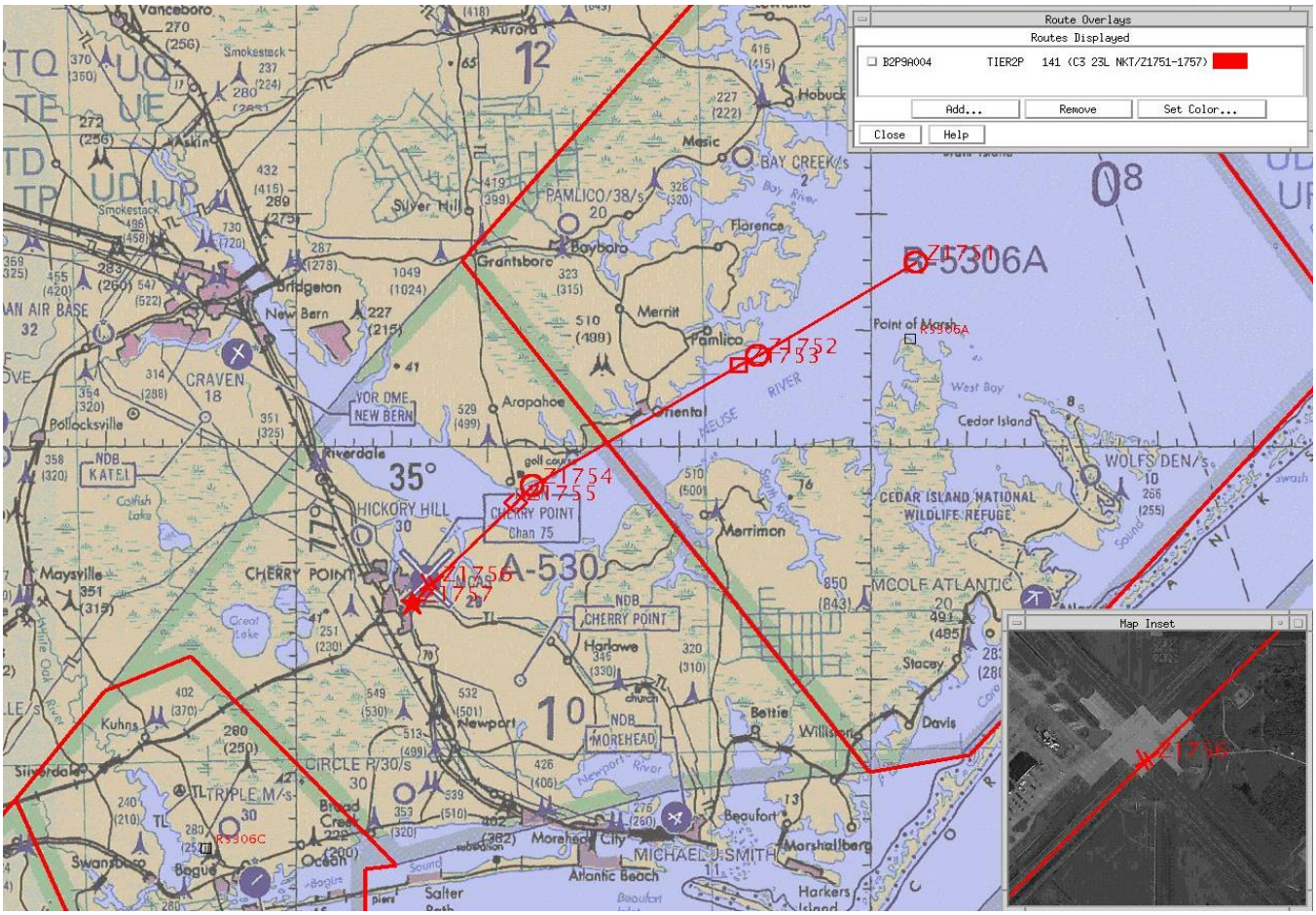
NOTE
The Go-Around for R23L is also the routing for Go-Arounds on 23R Individual segments attach to the Go-Around routing to re-establish the RQ-4 for final approach and landing on 23R.

KNKT R23L MISSED APPROACH

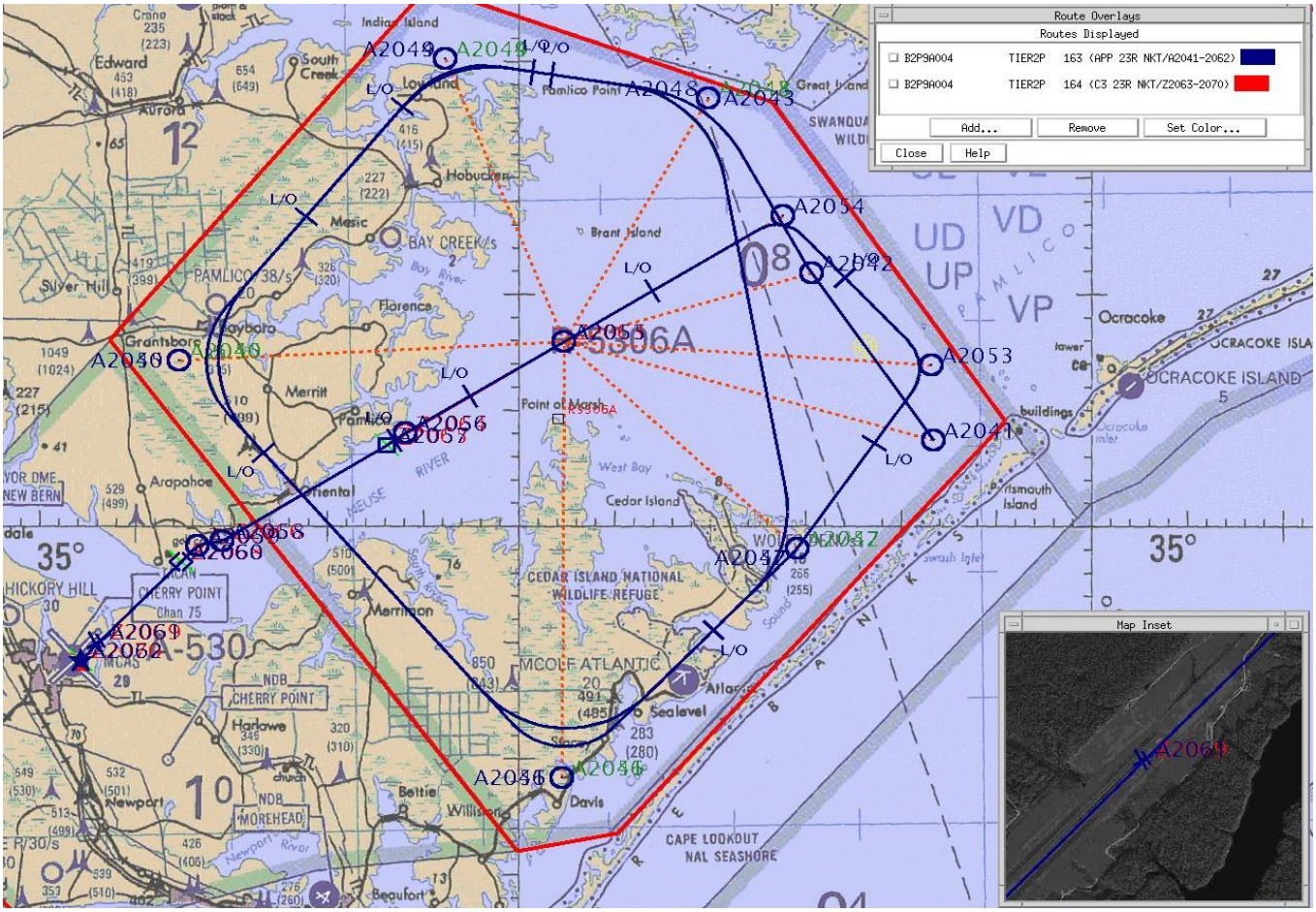
Engine out R23L options from Go-Around routes in Red

Engine out R23L options from Go-Around routes in Red

KNKT R23L ENGINE OUT STRAIGHT IN

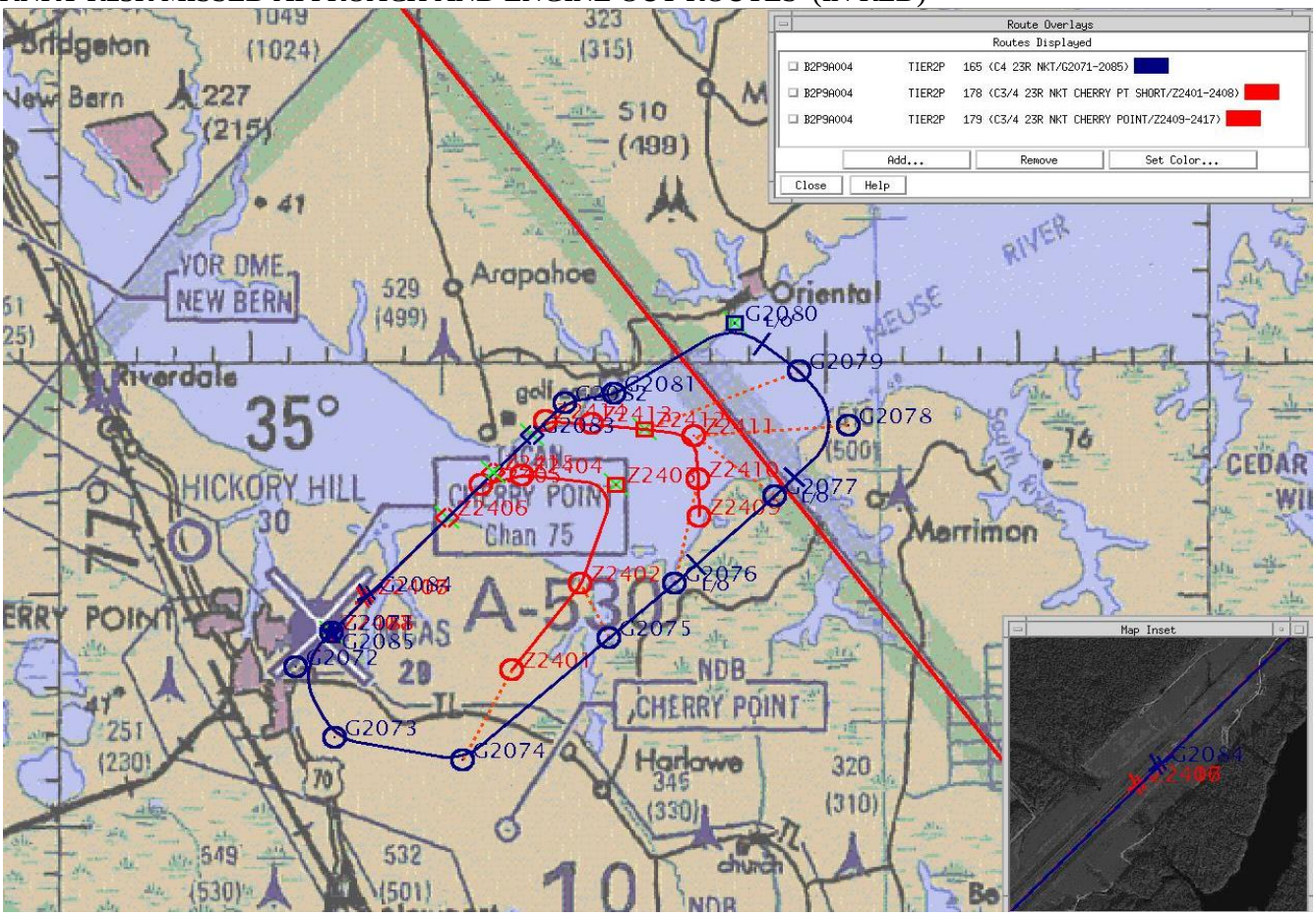


KNKT R23R APPROACH



KNKT R23R APPROACH

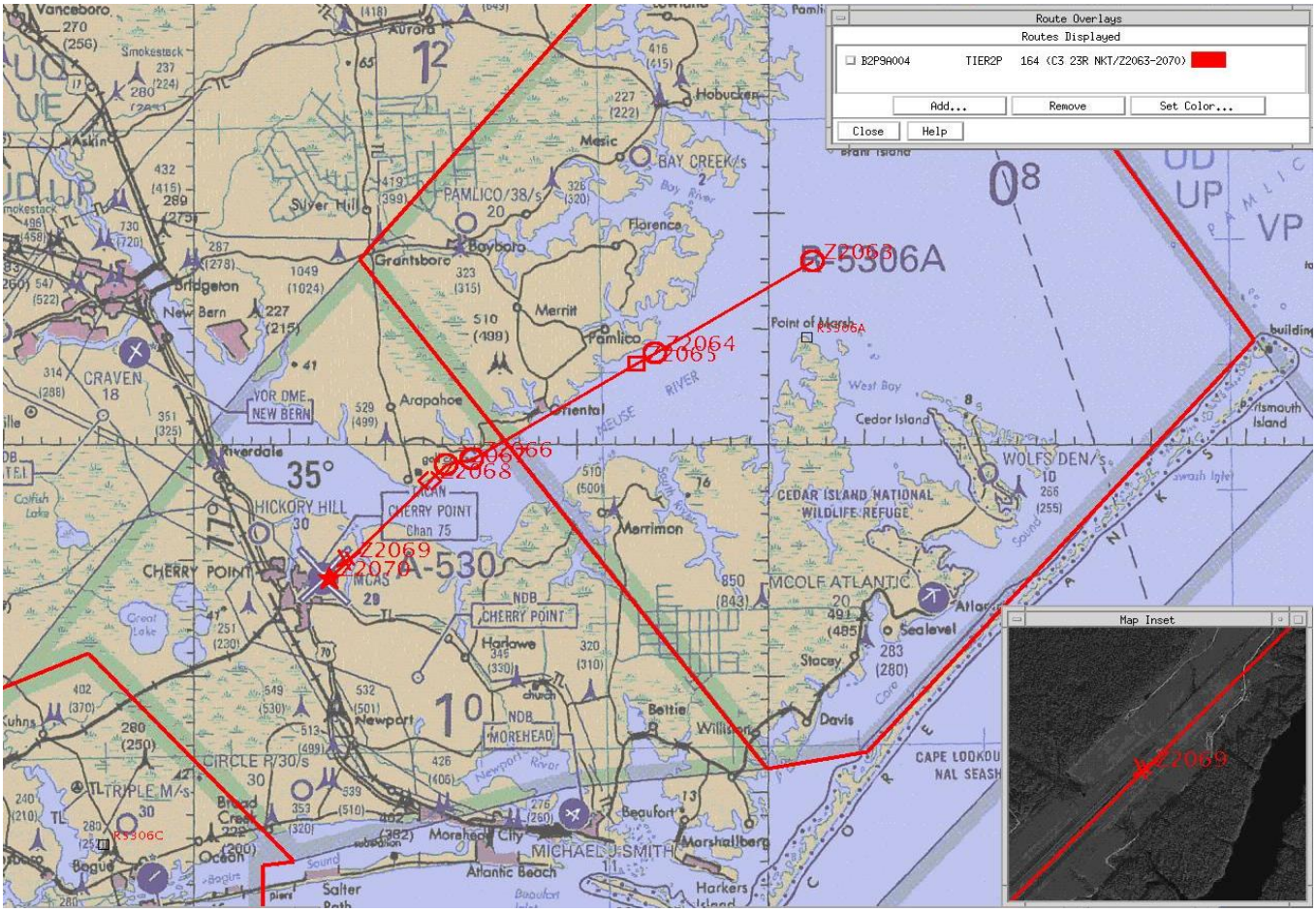
KNKT R23R MISSED APPROACH AND ENGINE OUT ROUTES (IN RED)



KNKT R23R ENGINE OUT LANDING FROM MISSED APPROACH ROUTES (2)

KNKT R23R ENGINE OUT LANDING FROM MISSED APPROACH ROUTES (2)

KNKT R23R ENGINE OUT STRAIGHT-IN



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Section 3. PRACTICE PRECAUTIONARY APPROACH PROCEDURES

A-300 GENERAL

As we support VAW-120 PPA missions, we must realize the challenges associated with an aircraft's steep spiraling descent from a 6,000 feet MSL HIGH KEY directly over the runway, through the downwind leg, and through base leg to the runway environment.

A-301 PRIORITY AND COORDINATION

a. VAW-120 will coordinate with the MCAS Cherry Point ODO and FWO three (3) hours in advance. The ODO and FWO will deconflict VAW-120 requests from higher priority operations such as exercise activity, FCLP, Foxtrot taxiway, South Pad, UAV, MMT, AV8 Demo, Flight Check ops, etc..

b. PPAs are authorized on a traffic permitting basis only and should not interfere with full stop traffic. Once authorizing the PPA to begin, every effort should be taken to provide the complete pattern.

c. From time to time, PPAs will not be compatible with the volume or flow of air traffic operating at or near the Cherry Point airport. For example, Tower traffic volume, Arrival traffic volume, Mars 900 series operations, or an overhead approach could easily preclude a successful PPA. On these occasions, the PPA aircraft should be instructed to hold at HIGH KEY and should be advised of the expected time of delay prior to receiving approval for the approach.

REFERENCE
VAW-120 and NKT Airfield Operations LOA

A-302 WEATHER MINIMA

a. The reported ceiling must be at least 1,000 feet above the HIGH KEY altitude.

b. Flight visibility, ground visibility, and tower visibility must be at least five (5) statute miles.

A-303 PATTERN STRUCTURE

a. The PPA pattern is depicted in figure A-3-2.

b. PPAs shall be made to the duty (arrival) runway.

c. PPAs to all runways will be left traffic.

d. Straight-in PPAs are not authorized.

A-304 PROCEDURES

a. PPAs are VFR operations and shall not be used in conjunction with any other approach or to any other airport. IFR separation will not be provided after HIGH KEY.

b. PPAs will be authorized on a traffic permitting basis only.

c. All type landing except Stop and Go are authorized.

d. Before effecting communications transfer to the Tower, Approach Control shall:

(1) Provide basic radar service in accordance with FAA JO 7110.65, Chapter 7, Section 6.

(2) Resolve all potential conflicts between the PPA aircraft and known or observed traffic, i.e., accomplish point outs with Arrival and Departure Control, and

(3) Provide tower with:

(a) Aircraft callsign and type,

(b) Aircraft position,

(c) Beacon code and altitude, if non-mode C equipped,

(d) Single frequency assigned,

(e) Intentions, i.e., full stop, touch and go, low approach,

(f) climbout, if required, and

(g) verbal frequency transfer.

e. Tower shall:

(1) Approve the PPA on a traffic permitting basis only.

(2) Resolve all potential conflicts between the PPA aircraft and other traffic before authorizing the PPA maneuver and/or descent out of HIGH KEY.

(3) Not clear other traffic in front of the PPA after the approach has started.

(4) Issue landing clearance, i.e. cleared to land, cleared for touch and go, etc., before the aircraft reaches LOW KEY.

(5) Not terminate the PPA or issue additional restrictions once a clearance has been issued, unless required for safety of flight.

NOTE
Pattern adjustments defeat the PPAs effectiveness.

(6) Before effecting communications transfer back to radar, coordinate with the appropriate radar sector to achieve release, climb out instructions, frequency assignment, aircraft intentions upwind, and resolve all potential conflicts between the PPA aircraft and know or observed traffic.

f. Lost communications procedure. If communications with air traffic are lost before receiving a landing clearance, the pilot will not descend below 2,100 feet MSL, attempt to contact Cherry Point Approach on 268.7 or 124.1 and proceed VFR. If unable, the pilot will squawk 7600 and proceed with the NO RADIO LANDING (VFR) procedures contained in figure A-3-1.

NO RADIO LANDING (VFR)

Should the pilot of an aircraft experience radio failure and desire to land at the Cherry Point Air Station, the following shall apply:

1. During daylight hours:

   a. Squawk 7600.

   b. At or above 2,000 feet MSL, enter appropriate 6 NM initial based upon observance of local traffic and wind direction.

   c. Descend to 1,500 feet MSL by the approach end "numbers", rocking wings from the "numbers" to the midfield break point, enter downwind descending to 1,000 feet MSL for landing.

2. Pilots landing without radios in compliance with the instructions above must exercise extreme caution and remain will clear of other traffic. The GCA pattern altitude is 1,600 feet MSL. GCA controlled aircraft normally begin descent at 1,600 feet MSL, five (5) NM straight in on final. Tower pattern altitude is 1,000 feet. After landing, the pilot should taxi will clear of the runway as soon as possible and look for further light gun signals from the tower.

Figure A-3-1

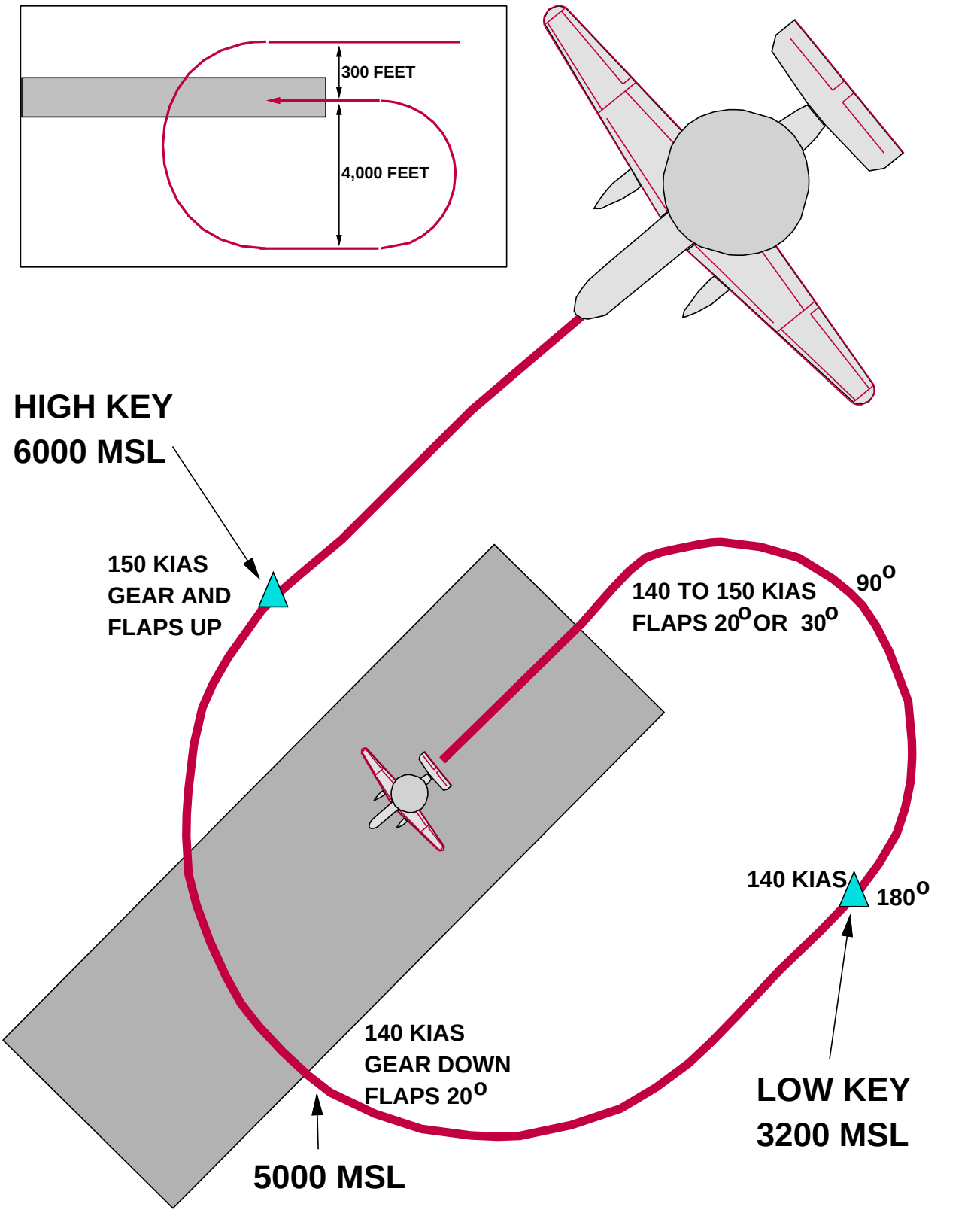
300 FEET
4,000 FEET
HIGH KEY
6000 MSL
150 KIAS
GEAR AND
FLAPS UP
140 TO 150 KIAS
FLAPS 20O OR 30O
90O
140 KIAS
180O
LOW KEY
3200 MSL
140 KIAS
GEAR DOWN
FLAPS 20O
5000 MSL

Figure A-3-2

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Section 4. AC-130 WITH HOT GUNS PROCEDURES

A-400 GENERAL

The following procedures were established on 25 Jul 98 in a Letter of Agreement with 16 SOS/DO in order to standardize AC-130 Hot Gun recovery procedures at MCAS Cherry Point.

A-401 PROCEDURES

a. The AC-130 aircrew shall:

(1) Notify Range Control (Blackburn) of the situation prior to departing R-5306D.

(2) Maintain VFR at or above 2000 feet and depart to the south.

(3) Once over water, turn Northeast, parallel coastline, and remain within 3NM of the coastline.

(4) Contact Cherry Point approach control on frequency 268.7 upon exiting R-5306D stating that you have "Hot Guns" and request a visual approach to Runway 23R.

(5) Turn North once abeam Cherry Point (unless otherwise directed by Cherry Point Approach Control) and report Cherry Point in sight.

b. Cherry Point ATC shall:

(1) Allow aircraft to proceed on its own navigation for the straight in, unless traffic or airport conditions dictate otherwise.

(2) Direct aircraft to taxiway Echo ensuring Hot Guns are pointing in the direction of the ASR-11 site. See Figure A-4-1.

(3) Notify the ODO.

(4) Secure the Southeast pad once AC-130 enters Echo taxiway.

c. ODO shall:

(1) Notify EOD.

(2) Notify Ground Support.

(3) Secure perimeter road in vicinity of arm/dearm area.

REFERENCE
LOA between MCAS Cherry Point and 16 SOS/DO

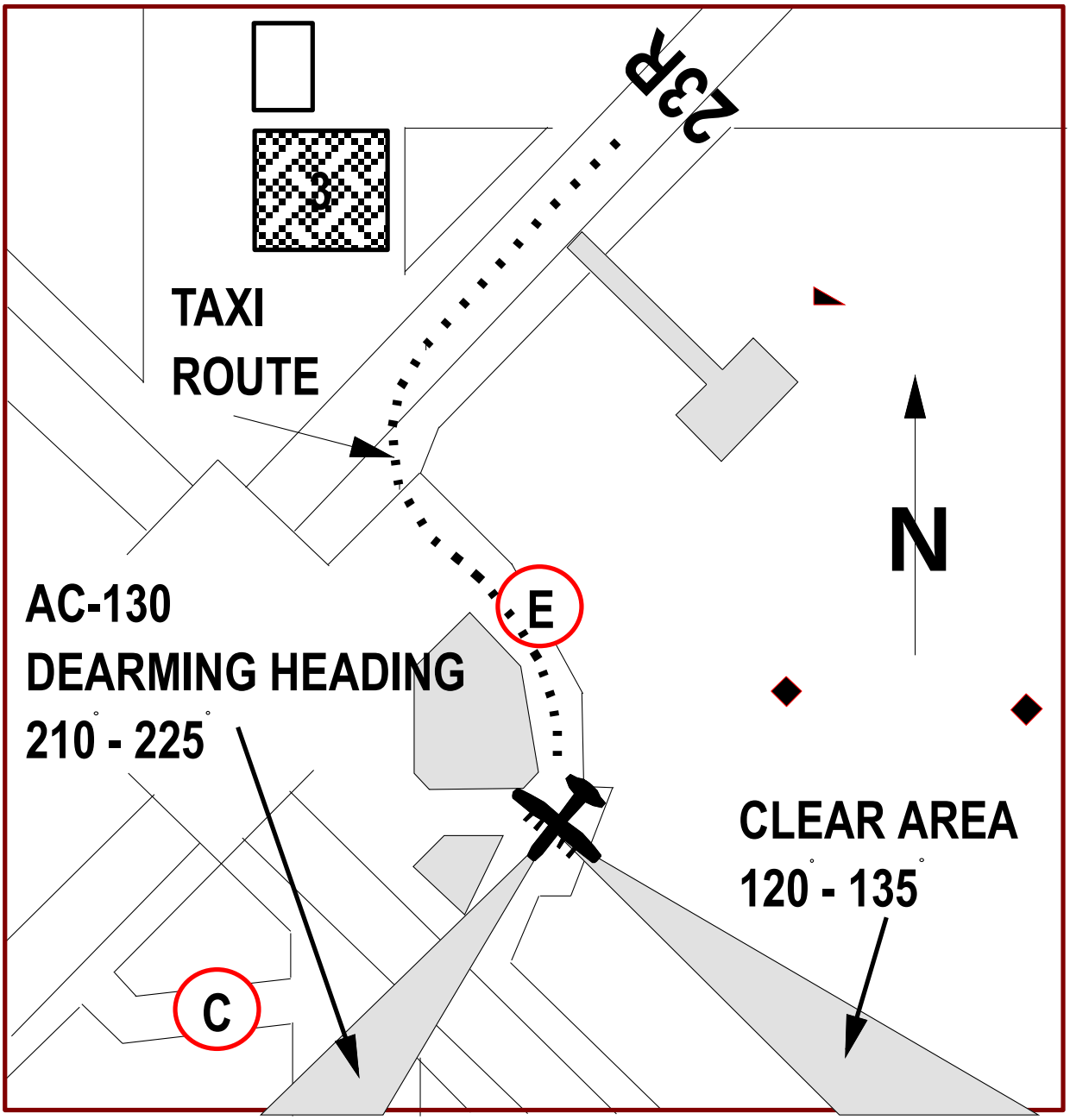
23R
3
TAXI
ROUTE
N
AC-130
DEARMING HEADING
210° - 225°
E
CLEAR AREA
120° - 135°
C

Figure A-4-1

Appendix B. WEATHER

Section 1. GENERAL

B-100 GENERAL

Accurate knowledge of developing weather conditions within the immediate vicinity and within 50 miles of the airport is critical to flying safety. Weather conditions that involve limited visibility, turbulence, or icing may affect your control procedures as well as aircraft operations. You will base many operational decisions on the current and forecasted weather situations.

The following information is a brief explanation of some of the weather elements that you may encounter while working as an air traffic controller. For a detailed explanation you may want to review the Federal Meteorological Handbook (FMH-18), NAVAIR 50-18-1, FMH-1, AIM, and ASO P3140.2 (Destructive Weather Procedures).

B-101 OBSERVATIONS

Since July 1996, weather observations have been disseminated in an international format. The types of reports are METAR for routine reports and SPECI for special reports.

B-102 WEATHER DEFINITIONS

a. **Sky condition** is a description of the appearance of the sky and may be evaluated either automatically by instrument (ceilometer) or manually (mentally integrating the view of the sky from horizon to horizon).

b. **Obscuration**. There are times when the sky may be obscured by surface based phenomena other than clouds such as fog (FG), haze (HZ), or smoke (FU). Whenever obscurations occur, the sequence will show a cloud layer whose height is less below 50 feet.

c. **Visibility** - A measure of the opacity of the atmosphere and is expressed in terms of the horizontal distance at which a person should be able to see and identify specified objects. It may be determined automatically by instruments or manually and is reported in statute miles and fractions thereof up to 3 miles. From 3 to 15 miles, visibility is given in whole miles, 7 miles is considered unrestricted.

d. **Prevailing visibility** is the greatest distance that you can see throughout at least half of the horizon circle, not necessarily continuous, and is recorded in the body of the hourly aviation report.

(1) When determining prevailing visibility, the horizon is divided into the eight points of the compass.

(2) If the prevailing visibility rapidly increases or decreases by 1/2 statute mile or more during the time of the observation, and the average prevailing visibility is less than 3 miles, the visibility is considered to be variable (V) and the minimum and maximum visibility values observed shall be reported in remarks.

1 1/2SM (remarks - VIS 1V2)

(3) When the prevailing visibility at the usual point of observation, or at the tower level, is less than 4 miles, certified tower personnel will take visibility observations in addition to those taken at the usual point of observation. The lower of these two values will be used as the prevailing visibility for aircraft operations.

e. **Weather and Obstructions to Visibility**

(1) **Weather** is a category of atmospheric phenomena that includes tornadoes, funnel clouds, waterspouts, thunderstorms, and precipitation.

(2) **Obstructions to visibility** are those phenomena that reduce visibility but are not a form of precipitation (Fog, Smoke, Haze, etc.). Except for hail or ice crystals, the intensity of precipitation is shown by placing a plus sign (+) after the weather symbol for heavy precipitation, or a minus sign (-) for light precipitation. Absence of the intensity symbol indicates moderate precipitation.

f. **Temperature** - The degree of hotness or coldness of the ambient air as measured by any suitable instrument. Announce temperature in degrees Fahrenheit and the Celsius equivalent. Temperatures below zero are announced by prefixing the word "minus" before the values.

g. **Dewpoint** - The temperature to which a given parcel of air must be cooled at constant pressure and constant water vapor content in order for saturation to occur. When the drybulb is -30°F or below, the dewpoint shall be reported missing.

h. **Wind** - Wind direction is reported to the nearest 10 degrees and shall be considered variable if it varies by 60 degrees or more when the average wind speed is greater than 10 knots. Wind speed is given is knots. Describe the wind as calm when the wind velocity is less than 3 knots.

(1) The **character of the wind** refers to the increase and decrease or variability of speed in gusts or squalls.

(2) A **gust** is defined as a change in speed of 10 knots or more between peak and lull occurring over brief periods of time.

(3) **Squalls** are indicated by a sudden increase in wind speed of at least 16 knots which is sustained at 22 knots or more for at least 1 minute.

i. **Altimeter Setting** - The altimeter is a measurement of the atmospheric pressure in inches of mercury reported to the nearest hundredth of an inch. The altimeter setting is the atmospheric pressure value to which an aircraft's altimeter is set. It will indicate the altitude above MSL of the aircraft on the ground at the location for which the value was determined. Since atmospheric pressure changes almost constantly throughout a flight, the aircraft's altimeter must be reset periodically. If this is not done, incorrect readings are given by the instrument. For example, if an aircraft flies from a high pressure area into a low pressure area, the altitude reads too high. Going from a low to a high pressure area the altimeter reads too low. The approximate amount of error in the altimeter readings that is due to a noncurrent setting can be determined for the low levels of the atmosphere by applying the following corrections:

Pressure Change	Error
1.0 inch of mercury	1000'
0.1 inch of mercury	100'
0.01 inch of mercury	10'

j. **Wind Warning** - A warning of sustained winds of 20-33 knots and/or wind gusts in excess of 20 knots.

k. **Tropical Cyclone Warnings** - Consecutively numbered bulletins issued by the National Hurricane Center at 6-hour intervals on all named tropical cyclones. Warnings will be categorically termed according to the wind force.

Type Warning	Wind Force
Tropical Depression	up to 33 knots
Tropical Storm	34-63 knots
Hurricane	64 knots or more

B-103 PILOT WEATHER REPORTS

a. Pilot Weather Reports (PIREPS) - Solicit PIREPS when requested or when one of the following conditions exist or are forecast for your area of jurisdiction.

(1) Ceiling at or below 5000'

(2) Visibility at or below 5 miles.

(3) Thunderstorms and related phenomena.

(4) Icing of light degree or greater.

(5) Turbulence of moderate degree or greater (including clear air turbulence).

(6) Windshear.

(7) Volcanic ash clouds.

(8) Braking action advisories in effect.

b. Pilots are urged to cooperate and promptly volunteer reports of these conditions and other

atmospheric data such as cloud bases, tops, layers, flight visibility, precipitation, visibility restrictions such as haze, smoke and dust, wind at altitude, and temperature aloft. Record with the PIREP:

(1) Time.

(2) Aircraft position and altitude.

(3) Type aircraft

(4) Temperature (if icing reported)

c. Relay all operationally significant PIREPS to concerned aircraft in a timely manner, to appropriate intrafacility positions, to the FSS serving the area in which the report was obtained, to other concerned terminal or enroute ATC facilities, including non-FAA facilities

REFERENCE
FAA Order 7110.65, Chap 2, Section 6
AIM

B-104 WEATHER ADVISORIES AND WARNINGS

a. Airman's Meteorological Information (AIRMET) - In-flight weather advisories issued only to amend forecast concerning weather phenomena which are of operational interest to all aircraft and potentially hazardous to aircraft having limited capability because of lack of equipment, instrumentation, or pilot qualifications. AIRMETs concern weather of less severity than that covered by SIGMETs or convective SIGMETs. AIRMETs cover moderate icing, moderate turbulence, sustained winds of 30 knots or more at the surface, widespread areas of ceilings less than 1000' and/or visibility less than 3 miles and extensive mountain obscurement.

b. Significant Meteorological Information (SIGMET/WS) - A weather advisory issued concerning weather significant to the safety of all aircraft. SIGMET advisories cover severe and extreme turbulence, severe icing, and widespread dust or sandstorms that reduce visibility to less than 3 miles.

c. Center Weather Advisory - A Center Weather Advisory (CWA) is an unscheduled weather advisory issued by Center Weather Service Unit meteorologists for ATC use to alert pilots of existing or anticipated adverse weather conditions within the next two hours. A CWA may modify or redefine a SIGMET.

d. Convective SIGMET - A Convective SIGMET (WST) is a weather advisory concerning convective weather significant to the safety of all aircraft. Convective SIGMETs are issued for tornadoes, lines of thunderstorms, embedded thunderstorms of any intensity level, areas of thunderstorm greater than or equal to thunderstorm intensity level 4 with an area coverage of 40% or more and hail 3/4" or greater.

NOTE
Since thunderstorms are the reason for issuing the WST, severe or greater turbulence, severe icing, and low level wind shear (gust fronts, down bursts, microbursts, etc.) are implied and will not be specified in the advisory.

e. Hazardous Inflight Weather Advisory Service - Continuous recorded hazardous in-flight weather forecasts broadcasted to airborne pilots over selected VOR outlets defined as a HIWAS Broadcast Area.

f. Hazardous Weather Information - Summary of significant meteorological information (SIGMET/WS), corrective significant meteorological information (Convective SIGMET/WST), urgent pilot weather reports (urgent PIREP/UUA), CWA, AIRMET/WA, and any other weather such as isolated thunderstorms that are rapidly developing and increasing in intensity or low ceiling and visibilities that are becoming widespread which is considered significant and are not included in a current hazardous weather advisory.

g. Severe Weather Avoidance Plan - A Severe Weather Avoidance Plan (SWAP) is an approved plan to minimize the effect of severe weather on traffic flows in impacted terminal and/or ARTCC areas. SWAP is normally implemented to provide the least disruption to the ATC system when flight through portions of airspace is difficult or impossible due to severe weather.

h. Severe Weather Forecast Alerts - Preliminary messages issued in order to alert users that a severe weather watch bulletin (WW) is being issued. These

messages define areas of possible severe thunderstorms or tornado activity. The messages are unscheduled and issued as required by the National Severe Storm Forecast Center at Kansas City, MO.

i. Categorical Outlooks - Categorical outlook terms describing general ceiling and visibility conditions for advanced planning purposed are defined as follows.

(1) LIFR (Low IFR) - Ceiling less than 500' and/or visibility less than 1 mile.

(2) IFR - Ceiling 500' to less than 1000' and/or visibility 1 to less than 3 miles.

(3) MVFR (Marginal VFR) - Ceiling 1000' - 3000' and/or visibility 3 - 5 miles inclusive.

(4) VFR - Ceiling greater than 3000' and visibility greater than 5 miles; includes sky clear.

REFERENCE
FAA Order 7110.65, Chapter 2, Section 6
FAA Order 7110.65, Glossary
AIM, Chapter 7

B-105 THUNDERSTORM CONDITIONS

a. Thunderstorm - A storm emitting thunder and lightning which may be accompanied by extremely strong wind gusts of occasionally more that 100 knots, rainfall of moderate to torrential intensity and hailstones with measurements up to 3/4 of an inch or more in diameter at the surface. Thunderstorms are classified in the following categories of intensity.

(1) Thunderstorm - A thunderstorm accompanied by wind gusts less than 50 knots and/or hail less than 3/4 of an inch at the surface.

(2) Severe Thunderstorm - A thunderstorm accompanied by wind gusts in excess of 50 knots and/or hail 3/4 of an inch or greater in diameter at the surface.

b. Thunderstorm/Tornado Condition II - Destructive winds accompanying the phenomena indicated are expected in the general area (100 nautical mile radius of NKT and a possible threat to the air station) within 6 hours. Lightning and thunder are also anticipated.

c. Thunderstorm/Tornado Condition I - Destructive winds accompanying the phenomena indicated are imminent (within 30 nautical miles of NKT and expected to pass within 5 miles of the center of the airfield within one hour) and lightning and thunder are also anticipated.

B-106 DESTRUCTIVE WEATHER CONDITIONS

For terminology purposes, Destructive Weather Condition and Hurricane Condition are interchangeable.

a. Destructive Weather Condition 5 - Secure from destructive weather conditions, threat of storm has passed.

b. Destructive Weather Condition 4 - Trend indicates a possible threat of winds of destructive force within 72 hours.

c. Destructive Weather Condition 3 - Trend indicates a possible threat of winds of destructive force within 48 hours.

d. Destructive Weather Condition 2 - Trend indicates a possible threat of winds of destructive force within 24 hours.

e. Destructive Weather Condition 1- Trend indicates a possible threat of winds of destructive force within 12 hours or less.

B-107 DESTRUCTIVE WEATHER

a. When Destructive Weather Condition II is set, the ATC NCOIC will coordinate with AirOps in accordance with ASO P3140.2J.

b. When Hurricane Condition II is set (within 24 Hrs) the on-duty FWO shall:

(1) Designate essential on-duty personnel to remain until the field and TRACON are closed. Coordinate with other FWOs to ensure essential personnel are on standby and available for 30 minute

recall throughout the projected duration of the destructive weather. FWOs will determine number of required essential personnel based upon current conditions. Employees will only be on recall during regularly scheduled hours. Provide ATCFO and other FWOs with a roster of recall personnel.

(2) Notify ZDC Watch Desk at commercial (703) 771-3470 of the anticipated time of NKT airspace turnover to ZDC.

(3) Coordinate with the ATC Maintenance Officer to determine if personnel are required to help secure equipment.

(4) Coordinate with the ATC NCOIC for an immediate clean-up of the outside areas and to assist maintenance. Ensure all loose/temporary objects are secured.

d. When Hurricane Condition I is set (within 12 hrs) the on-duty FWO shall:

(1) Take the following action after Airfield Operations authorizes closing the field:

(a) Remove tower logs, flight strips, library, maps and other matter/small equipment that may become water damaged.

(b) Ensure tower makes an ATIS concerning field closure due to destructive weather.

(c) Notify the ODO that tower personnel are evacuating and to NOTAM the field closed due to destructive weather.

(d) Monitor all tower frequencies at the supervisor's console in the IFR room.

(e) Release control of the FPN-63 to ATCM. Advise the ODO to NOTAM outage.

NOTE
ATCM SOP requires control of the FPN-63 when the wind is SUSTAINED at 20 knots.

(2) Secure non-essential watch personnel.

e. When Hurricane force winds (64 knots or greater) are forecast to be within 6 hours of NKT, the on-duty FWO shall:

(1) Coordinate with ATCM to free wheel the ASR-11 antenna.

(2) Release the airspace to ZDC. Notify all affected agencies.

(3) Secure essential personnel to quarters, to remain on standby for the duration of the watch.

f. When "ALL CLEAR" is announced.

(1) The scheduled on duty crew shall report to work immediately to open the tower and IFR room.

(2) FWOs report all damage to the ATCFO, ODO and ATCMO.

(3) FWOs report status of personnel to the ATCFO.

g. Personnel having questions on current conditions or field status should contact the ODO at 466-2233 or the Severe Weather Information Line at 466-3093.

REFERENCE
ATCFM, Chapter 8
ASO P3140.2J

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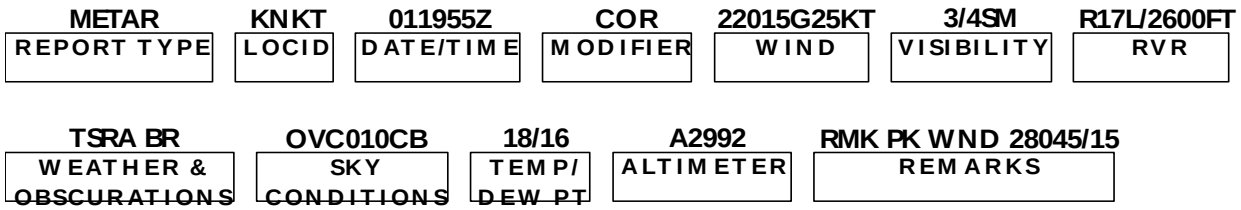
Section 2. WEATHER SEQUENCE

B-200 GENERAL

On July 1, 1996, the United States changed the format in which weather is disseminated. The international Aviation Routine Weather Report is called METAR.

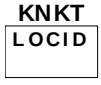
B-201 SEQUENCE ELEMENTS

Unless specifically indicated in this section, each element of a METAR report is separated by a space. "M" is spoken as "less than" when used in conjunction with visibility or "minus" when used in conjunction with temperatures. "P" is spoken as "more than".

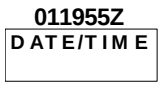


a. The sample METAR report shown above is described as follows.

Report type is the first element of a METAR report. Report type will be **METAR** for routine reports (hourly observations) and **SPECI** for special reports.

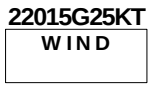


The **LOCID** is the second element of a METAR report. The new format uses the international four-letter LOCID. All lower 48 state LOCIDs begin with "K" followed by the three letter identifier.

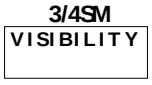


DATE/TIME group in METAR reports has six characters to include the date. "Z" is placed at the end of the DATE/TIME group to indicate coordinated universal time.

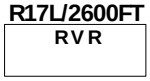
MODIFIERs for the METAR report will be COR or AUTO. COR indicates the report is a correction of a previously transmitted manual report. AUTO indicates a fully automated station without augmentation (ASOS). The type of sensor equipment used at the station will be encoded in the remarks section.



WIND direction is reported relative to true north in three characters. Wind direction is reported normally in two characters or three when necessary. The speed is followed by "KT" to indicate the speed is in knots rather than kilometer per hour (KPH) or meters per second (MPS) as used in some other countries.



VISIBILITY is reported as a separate element from its associated weather and obscurations. "SM", indicating statute miles, will always follow the reported visibility but is not spoken. See Figure B-2-2.



Manual stations will report only one **RVR**, but automated stations can report up to 4 different locations. The runway and visual range are separated by a solidus "/". The value is in hundreds of feet. "FT" is added to the end of the element to indicate the visibility is in FEET versus meters.

WEATHER is reported whenever it occurs and OBSCURATIONS only when they restrict visibility to less than 7 statute miles. The symbols are reported in the order (left to right) listed in Figure B-2-3 and within each column in the order of prominence. Intensity or proximity is entered first, then a descriptor in needed, followed by a precipitation type

or obscuration in order of predominance. The one exception to this is "FC" which will always be first when present.

OVC010CB
SKY CONDITIONS

SKY CONDITIONS follow the weather and obscuring phenomena associated with the visibility element. Coverage precedes the cloud height with no space in between. Cloud height will always be in three digits in hundreds of feet. See Figure B-2-4.

18/16
TEMP/ DEW PT

The TEMPERATURE and DEW PT is reported in 2 digits Celsius. It is important to note that the Celsius scale is not graduated to as small a degree as the Farenheit scale. The temperature/dew point spread for considering saturated air is 3 degrees or less. "M" precedes all temperatures below zero.

A2992
ALTIMETER

The ALTIMETER setting is in inches of mercury and coded in four digits. The decimal is dropped. The element is preceded by an "A" to indicate inches of mercury.

RMK PK WND 28045/15
REMARKS

If there are remarks to be included in the report, the element begins with the contraction "RMK".

Increments of Separation (Statute Miles)				
1/16	**1/8**	**¼**	**1**	**5**
0	3/8	2	3	15
1/16	½	2 ¼	4	20
1/8	5/8	2 ½	5	25
3/16	¾	2 ¾	6	30
¼	7/8	3	7	35
5/16	1		8	40
3/8	1 1/8		9	Etc.
	1 ¼		10	
	1 3/8		11	
	1 ½		12	
	1 5/8		13	
	1 ¾		14	
	1 7/8		15	
	2			

Figure B-2-2

QUALIFIER				WEATHER PHENOMENA					
INTENSITY OR PROXIMITY 1		DESCRIPTOR 2		PRECIPITATION 3		OBSCURATION 4		OTHER 5	
-	Light	MI	Shallow	DZ	Drizzle	BR	Mist	PO	Well-Developed Dust/Sand Whirls
		BC	Patches	RA	Rain	FG	Fog	SQ	Squalls
	Moderate (No Qualifier)	DR	Low Drifting	SN	Snow	FU	Smoke	FC +FC	Funnel Cloud Well-Developed Funnel Cloud, Tornado or Waterspout
		BL	Blowing	SG	Snow Grains	DU	Dust	SS	Sandstorm
+	Heavy or Well-Developed	SH	Showers	IC	Ice Crystals	SA	Sand	DS	Duststorm
		TS	Thunderstorm	PE	Ice Pellets	HZ	Haze		
VC	In the Vicinity	FZ	Freezing	GR	Hail	PY	Spray		
		PR	Partial	GS	Small Hail or Snow Pellets (<1/4)	VA	Volcanic Ash		
				UP	* Unknown Precipitation				

The weather groups shall be constructed by considering columns 1-5 in this table, in sequence;
i.e., intensity, followed by descriptor, followed by weather phenomena;
i.e., heavy rain showers is coded as +SHRA.
* Automated stations only.

Figure B-2-3

Reportable Contractions	Meaning	Summation Amount
VV	Vertical Visibility (indefinite ceiling)	8/8
***SKC or CLR**	Clear	0 or 0 below 12,000
FEW	Few	> 0 but < 2/8
SCT	Scattered	3/8 – 4/8
BKN	Broken	5/8 – 7/8
OVC	Overcast	8/8
CB	Cumulonimbus	When present
TCU	Towering Cumulus	When present

*SKC will be reported at manual stations. The abbreviation "CLR" shall be used at automated stations when no clouds below 12,000 feet are reported.

Figure B-2-4

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APPENDIX C

Letters of Agreement/Procedure

LOA Agencies	Subject	Date
NKT /Dogwood Farm	ATC Procedures	931101
NKT /VAW-120	PPA	980501
NKT /16 SOS DO	AC-130 Hot Guns	980725
ZDC /4th Fighter Wing /2d MAW	KIWI	990329
NKT /EWN Tower /Mr. Tolson	Aerobatic Practice Area	010215
ZDC /MCABE /2d MAW	Stereo Plans	010517
NKT/FACSFAC VACAPES	Haystack & Croatan One	030909
NKT /CNATRA	Reduced Runway Separation	031019
NKT /Seymour Johnson AFB	Approach Services	040322
NKT/VX-20	Global Hawk Divert Procedures	060224
NKT /2d MAW	R-5306A/C	061206
NKT /2d MAW /Washington ARTCC	Hatteras F MOA	091022
CampLej/RMD/NKT	Range Management	100308
NKT/NCA	Radar Feeds	100315
NKT /EWN	Control Procedures	101211
NJM/NKT/RMD	Bogue Operations	110707
MARSOC/NKT	Stone Bay UAS Operations	110707
NKT/MACS	Time Share	110815
ZDC/NCA/NKT	Approach Control Services	111017
ZDC/ILM/NKT/GSB	IR-012 Procedures	120715
ILM/NKT/NCA	Approach Control Procedures	121001
NKT/VMU-2	UAS Procedures (GBSAA)	121023
RMD/Civilian Users	R-5306A/C Procedures	130116
RMD/State Users	R-5306A/C Procedures	130321
ZDC/MAG-14/NKT	Stereo Routes	130404
Washington Center and NKT RATCF	Approach Control Service	150205
FACSFAC VACAPES and NKT	Inter-facility Control and Coordination Procedures	150205
NKT RATCF and NAS Oceana RATCF	Approach Control Services	150205
NKT RATCF and Norfolk ATC Tower	Approach Control Services	150205
Washington Center and NKT RATCF	Coordination and Use of Burner ATCAA	150205
Washington Center and NKT RATCF	Coordination and Use of Neuse A and B ATCAA	150205
Washington Center, NKT, FACSFAC VACAPES	Hatteras B East and West ATCAA	150205
Washington Center, NKT, FACSFAC VACAPES	R-5302A/B/C, R-5313A/B/C/D, Pamlico A MOA, Pamlico B MOA, Stumpy Point MOA	150205
Washington Center, NKT, 4th Fighter Wing, FACSFAC VACAPES	Phelps A/B/C MOA and R-5314A/B/C/D/E/F/H/J	150205
NKT, 2nd MAW, 4th FW, Strike Fighter Wing Atlantic	Use and Scheduling of Burner ATCAA	150205
NKT, 2nd MAW, USAF 4th FW, USN Strike Fighter Wing Atlantic	Use and Scheduling of Neuse A and/or Neuse B ATCAA	150205

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APPENDIX D

MIDAIR COLLISION AVOIDANCE PROGRAM

1. INTRODUCTION. **Reserved**

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APPENDIX E

GUIDE FOR POSITION LOGS
FAA Form 7230-10

INTRODUCTION. This appendix contains instructions for completing FAA Form 7230-10, Position Log. The Position Log is used on all operating positions to document position training, see Figure E-1. Position currency will no longer be documented on these logs but will be collected, maintained and reported through the VIDS. All OJT, OJF, Skill Checks and simulated training shall be documented on this form.

Position Log

(1) FACILITY ID	(2) POSITION IDENTIFIER	(3) POS TYPE	(4) DATE

(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	Where Combined (9) POSITION IDENTIFIER	Where Combined (10) Position Type

CODE:
C = ATCS/ATA
S = Supervisor, Staff Spec.
T = Trainee/Developmental
M = Trainee/Developmental Monitoring
R = Trainee/Developmental Certification/ Evaluation

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Figure E-1

USING THE FORM. Complete the following items. Field numbers correspond to the numbered fields on the form.

Field 1 **FACILITY ID**: Enter NKT

Field 2 **POSITION IDENTIFIER**: Enter the appropriate VIDS Code, starting from the left as listed below.

STANDARD POSITION CODES		
VIDS Code	**Description**	**Block 9 Code***
RADAR BRANCH		
APE	Approach East	E
APF	Approach East OJF	
APW	Approach West	W
APX	Approach Simulation	
AR	Arrival Control	A
ARF	Arrival Control OJF	
ARX	Arrival Control Simulation	
FC1	PAR-1	(Note1)
FC2	ASR-1	(Note1)
FC3	PAR-2	(Note1)
FWF	Facility Watch Officer OJF	
FWO	Facility Watch Officer	
OT3	Other	
OT4	Other	
OT6	Other	
OT7	Other	
OT8	Other	
RAA	Radar Associate Arrival Control	(Note 2)
RAE	Radar Associate Approach East	(Note 2)
RAF	Radar Associate OJF	
RAW	Radar Associate Approach West	(Note 2)
RAX	Radar Associate Simulation	
RD	Radar Flight Data	F
RDF	Radar Flight Data OJF	
RDX	Radar Flight Data Simulation	
RS	Radar Supervisor	
RSF	Radar Supervisor OJF	
TOWER BRANCH		
CCF	Tower Associate OJF	
CCL	Tower Associate Local Control	(Note 2)
FD	Tower Flight Data	F
FDF	Tower Flight Data OJF	
GC	Ground Control	G
GCF	Ground Control OJF	
LC	Local Control	L
LCF	Local Control OJF	
OT1	Other	
OT2	Other	
TS	Tower Supervisor	
TSF	Tower Supervisor OJF	
*** Used only on paper logs**		

Field 3 **POSITION**: Used for simulation only. Enter "SM" for all types of simulation, otherwise leave blank.

Field 4 **DATE**: Enter the date in six (6) digit format, YYMMDD. All spaces must be used.

Field 5 **TIME ON**: Enter the Coordinated Universal Time (UTC) time that each controller or trainee begins a training session or skill check. A new entry must be started when there is any change in the status of fields 8, 9 or 10. This shall be the same minute as the time that the relieved controller signs off, the same minute after position responsibilities have been moved from one operating position to another or the minute the position is reopened.

Field 6 **INITIALS**: Enter the operating initials of controller or trainee assigned to the position for training or skill check.

Field 7 **TIME OFF**: Enter the UTC time that the controller or trainee has completed the training or skill check.

Field 8 **CODE**: Enter the appropriate code listed below. These codes are defined as follows.

T Identifies a trainee or developmental controller who is unqualified to perform the full range of duties and responsibilities being provided. Trainees work under the direct supervision of a qualified ATCS and do not work alone.

F Identifies a trainee receiving OJF. This trainee is monitoring the ATCS to acquaint himself/herself with the functions and operations of the position and/or area of specialization.

R Identifies controllers receiving a skill check from Supervisory or Staff personnel. Skill check time is not added to target hours.

C (Simulation only) Identifies the qualified controller during a simulation either providing instruction or conducting simulation for currency/proficiency.

P (Simulation only) Identifies a person that is involved in a simulation as either a Pilot, Participant or a Programmer.

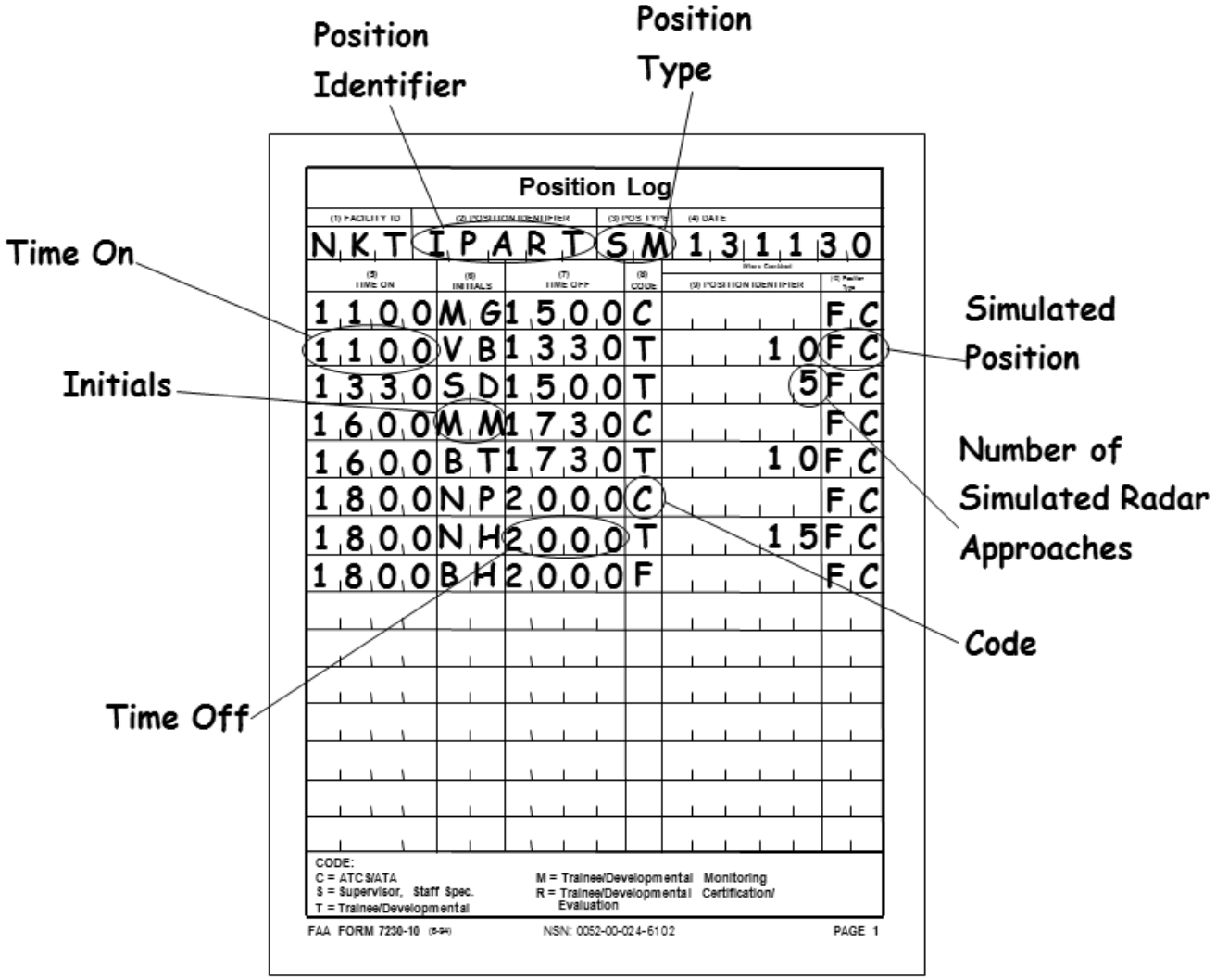
Field 9 **REMARKS:** If position is combined, enter the 1-Letter code(s) of the position(s) being combined to this position. This information and any changes shall be repeated for each entry to maintain the continuity of the log. If simulations are being conducted for PAR or ASR on IPART or AT Coach, enter the total number of approaches completed during each session. If "R" is in block 8, enter reason for skill check (example: 50%, QUAL, PERF, or ANN)

NOTE
(1) Final Control positions shall not be combined with any other position.

(2) Associate positions are considered closed if not operational; therefore have no requirement to be combined to any other position. Whenever an associate position is closed, the associated position responsibilities revert to the primary position, i.e. AR assumes RAA duties and responsibilities, LC assumes CCL duties and responsibilities, APW assumes RAW duties and responsibilities, etc.

Field 10 **POSITION TYPE**: For position training, enter the operating initials of the OJT Instructor or examiner during OJT and skill checks. For simulation training, enter the position that is being simulated.

EXAMPLE 1 - SIMULATION



EXAMPLE 2 – POSITION TRAINING

Position Log

(1) FACILITY ID	(2) TYPE TRAINING	(3) POSITION	(4) DATE
NKT	RDR	APW	140903

(5) TIME ON	(6) INITIALS	(7) TIME OFF	(8) CODE	(9) REMARKS	(10) OJTI/POS
1115	MV	1245	T		MM
1245	SH	1520	T		MM
1245	SV	1430	F		CA
1520	WP	1900	T		MM
1930	SM	2030	T	NE	CA
2200	AC	2330	R	75%	NP

CODE:
C = ATCS
R = Skill Check
T = Trainee Receiving OJT
F = Trainee Receiving OJF
P = Pilot/Participant/Programmer

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APPENDIX F

GUIDE FOR DAILY RECORD OF FACILITY OPERATION FAA Form 7230-4

INTRODUCTION. This appendix contains instructions for completing FAA Form 7230-4, Daily Record of Facility Operation. The RS and TS are responsible for preparation of the Daily Record of Facility Operations and shall ensure that entries are concise; yet adequately describe the operation of the facility, including any abnormal occurrences. Prepare Form 7230-4 as follows:

a. This log should be maintained only on the VIDS consoles located in the tower and radar room on the supervisor's position. Signatures or handwritten initials shall be in either blue or black ink. In the event that the VIDS is out of service, handwritten entries shall be printed, rather than in script.

b. Make all entries in UTC.

USING THE FORM

a. Complete the following items. Field names correspond to the fields on the form.

Page No.: Automatically entered by VIDS

Date: Automatically entered by VIDS

Location: NKT CHERRY POINT

Identification: NKT

Type Facility: RADAR or TOWER

Operating Position: ALL

Checked By: Enter the initials of the FWO/RS or TS that checks the log the following day.

Chief: Name of appropriate branch chief

Time: Enter UTC time for each entry.

REMARKS: The first entry in the REMARKS section of each day's form shall indicate the employee responsible for the watch and shall be used to show carry-over items. The controller assuming responsibility for the watch shall sign on using their name, e.g., "1430 J. WOODIN ON." Entering the name of the employee assuming responsibility for the watch, in lieu of entering operating initials, serves the same purpose as signing the certification statement at the bottom of the actual form. Additionally, the employee responsible for the watch at the time that the form is printed out shall sign the certification statement at the bottom of the form. Items to be carried over from the preceding "Daily Record of Facility Operation" are those that will affect the current day's Daily Record (e.g., equipment outages, runway or

airspace status, or coordinated routes/ procedures). The last entry on each day's form shall indicate the close of business (COB), consider midnight local time or facility closing time, if earlier, as the close of the day's business. Due to the VIDS configuration, ensure that the COB entry is entered as 0359 (0459 EDST) to prevent the log from carrying over to the next day. If a Radar Supervisor (RS) is assigned, enter "**RS** (*name*)"

EXAMPLE
Carry-over indicated PAR OTS

```
     0500  J. WOODIN ON, VFR RWY 32, PAR OTS

     1150  J. KNIPPLE ON, RS A. ORTON

     1200  BT-11 MANNED

E    1210  WCLC, LATE ENTRY: PAR RTS AT 0200 (130316)

     1315  R-5306A ACTIVE

     0300  LATE ENTRY: 0145 R-5306A INACTIVE

     0459  COB
```

Certification: The employee assuming responsibility for the watch shall sign on using their operating initials and shall sign the certification statement at the bottom of the form.

b. Make an entry ("WCLC") on Form 7230-4 when the watch checklist has been completed. Notify the organization responsible for corrective action on equipment malfunctions. Record equipment malfunctions, equipment released for service, notification information and/or course of action taken to correct problem, and return of equipment to service.

NOTE
If the branch (tower or radar) is closed prior to the beginning of the new business day, changes in status can occur during non-operational hours. If the status of equipment or other facility operations has changed from status reported on previous days' Form 7230-4, changes shall be noted in Watch Checklist entry, as well as time of status change, if known (e.g. WCLC - NKT TACAN RTS 0700). If necessary, place an "E " in the left margin as prescribed below.

c. Place a large letter "E" in the left hand margin beside entries on equipment malfunctions and/or equipment released from service for maintenance. The "E" shall also be used when equipment is restored to service. Use the following guidelines for equipment entries:

NOTE
The "E" is to be used on entries related to equipment problems which require ATC Maintenance involvement. The "E" is not required for routine maintenance items or for carryover entries on previously entered equipment malfunctions.

(1) Make succinct entries; OTS, RTS, ACTIVE, INACTIVE, HOT, COLD, AVAILABLE, UNAVAILABLE, OPEN, CLOSED, UP, DOWN.

(2) Add amplifying comments for clarity, as necessary.

(3) Enter factual data relayed by maintenance.

(4) Indicate name of who was notified in maintenance.

EXAMPLE

E 1000 PAR (FPN 63) OTS - TURNTABLE NOT LOCKING IN (SMITH)

E 1500 PAR RTS - MAINTENANCE ADVISES TURN TABLE AWAITING PARTS. TURNTABLE MAY NOT LOCK IN

E 1715 GHOST TARGETS OBSERVED - MAINTENANCE ADVISED (SMITH)

E 1745 GHOST TARGET PROBLEM REDUCED - JONES ADVISED

d. Employees other than the person responsible for the watch who make an entry shall enter initials for each of their own entries. If the typewriter becomes unusable, convert to handwritten logs. Handwritten logs will be filled out in the same manner as when using the typewriter.

EXAMPLE

1000 PAR RTS. PT

e. Use additional forms as necessary to complete the reporting of the day's activity.

f. Make an entry closing out Form 7230-4 at the close of business.

g. The ATCFO, or his/her designee, shall initial the form after reviewing the entries to ensure that the facility operation is adequately and accurately described.

h. Every time a restricted area is deactivated by ATC for emergencies, weather diverts, or any other aviation related circumstances, record the time and a summary of events in the daily facility log.

Blank

APPENDIX G

INSTRUCTIONS FOR COMPLETING POSITION EVALUATIONS

1. INTRODUCTION. This appendix contains instructions for completing the One Day ATC Instruction/Evaluation Report (MCAS Form 3722/25) and the Four Day Position Evaluation (MCAS Form 3722/17). The One Day Report is used for events other than OJT and simulation. The Four Day Position Evaluation is used by OJTIs and first-level supervisors to record their observations of the performance and progress of the ATCS trainee during OJT and simulator instruction. The form is available in the electronic ATC library and on the ATC website www.cherrypointatc.com .

2. USING THE ONE DAY REPORT. Entries on training reports shall be sufficiently detailed to support appropriate administrative actions. Complete the following items. Block numbers correspond to the numbered blocks on the form. Refer to pages G-1-6 and G-1-7.

Block 1 **NAME**: Print trainee's last name, first name.

Block 2 **DATE**: Enter YYMMDD (Example: 120715)

Block 3 **POSITION(S)**: Enter operational position on which training or skill check is being performed.

Block 4 **HOURS/%**: Enter the number of hours completed and the percentage at the time of the evaluation.

Block 5 **WEATHER**: Record description of weather as VFR, MVFR, IFR, or Other (specify type - e.g., thunderstorm deviations, turbulence, etc.). Check the one box most representative of the session(s). Conditions that impact training should be noted in Block 12.

Block 6 **WORKLOAD**: Check description of traffic volume. Check the one box most representative of the session(s).

Block 7 **COMPLEXITY**: Check description of complexity of operations. Check the one box most representative of the session(s). Note any unusual situations, equipment outages, configurations, and/or restrictions that impact training in Block 12.

Block 8 **ROUTING**: Route all reports to the Training Support Specialist via the four individuals listed.

Block 9 **PURPOSE**: Check appropriate purpose of report on the form. Check "OJT" for any activity that is counted as part of the assigned training time. Check "OJF" for on-the-job familiarization time. Indicate "Familiarization," "Instructional," or "Evaluation" when simulated training is being administered. The supervisor checks "Skill Check" if administering a performance skill check or "Qualification" if administering a qualification skill check. If "Other" is indicated, document specific use in Block 12.

Block 10 **PERFORMANCE**: This section contains job tasks and job subtasks used as a basis for instructing and evaluating the ATCS trainee.

User of this form should review the definitions of all job subtasks and their respective performance indicators. These guidelines are to be used by all participants involved in training to ensure mutual understanding. This checklist in not all-inclusive and is not meant to limit the duties to be reviewed. The job tasks entitled "Other" is intended for local use and adaptation.

a. During skill checks, place check marks in the columns "SATISFACTORY", "NEEDS IMPROVEMENT", and "UNSATISFACTORY". The terms are defined as follows:

(1) **SATISFACTORY**: A checkmark in this column indicates that the trainee's observed performance in the session(s) meets expected performance requirements and indicates that the trainee demonstrates the ability to work independently for this performance item. Examples of exemplary performance and/or specific comments shall be stated in Block 12 of the form for each job subtask indicated.

(2) **NEEDS IMPROVEMENT**: A checkmark in this column indicates that the trainee's observed performance is acceptable at this stage of training, but must improve in order to meet qualification requirements. Specific comments, along with suggestions or requirements for improvement, shall be stated in Block 12 of the form for each job subtask indicated.

(3) **UNSATISFACTORY**: A checkmark in this column indicates that the trainee's observed performance is unsatisfactory at this stage of training. Specific comments, suggestions, and recommendations for correcting each unsatisfactory job subtask must be stated in Block 12.

c. To qualify on a qualification skill check, all applicable items shall be marked satisfactory or not observed (N/O). If an item is marked "N/O", Block 12 must indicate the method used to determine satisfactory performance/knowledge for that job subtask. If necessary, verbal questioning, simulation, or other methods shall be used to demonstrate knowledge of a job subtask when not observed.

d. If a job subtask is not applicable to a position being observed, it shall be recorded as "N/A" (not applicable).

Block 11 **COMMENTS**: Used by the OJTI/supervisor to document the trainee's performance during a skill check. When the form is used for something other than a skill check, describe the type of training being conducted and/or completed.

During Skill Checks:

This block shall be used to:

a. Document performance/progress. The comments may include exemplary, noteworthy or unusual events.

b. Describe any observed performance deficiencies. When a checkmark is placed in the "Needs Improvement" or "Unsatisfactory" column, references shall be made to specific procedures, LOAs, orders/directives, etc., in Block 12A.

During Classroom Training:

Simply state the type of class, lesson number or test given.

Block 11A **REFERENCES:** Used by the OJTI/supervisor and/or lab instructor to list references to specific procedures, LOAs, or directives that should be reviewed by the trainee so that the performance problem may be corrected. The OJTI/supervisor and/or lab instructor shall include paragraph numbers or other specific references in this block.

Block 12 **RECOMMENDATION**: This block shall be used by the supervisor who conducted the skill check. The supervisor shall recommend one of the following:

a. Qualification skill check

b. Qualification (when appropriate)

c. Continuation of OJT

d. Skill enhancement training

e. Suspension of OJT

Block 13 **EMPLOYEE'S COMMENTS**: This block may be used by the trainee for making comments pertaining to the training period or the skill check, or for making general comments regarding training. The trainee shall sign and date this block. A signature does not necessarily indicate concurrence with the report, only that the report has been discussed with the trainee.

Block 14 **QUALIFICATION**: This block is used by supervisors to document position qualification/requalification. Sign and date.

3. USING THE FOUR DAY EVALUATION: Entries on training reports shall be sufficiently detailed to support appropriate administrative actions. Complete the following items. Refer to pages G-1-8 and G-1-9.

Trng %: The trainee shall enter the Percent Complete from the most recent weekly training report prior to beginning the first day of training on this evaluation.

NAME: Print trainee's last name, first name.

POSITION: Enter operational position on which OJT or simulation training is being performed.

WORKLOAD: Table included describing levels of workload.

COMPLEXITY: Table included describing levels of complexity.

DATE: Enter YYMMDD (Example: 140928)

WX (IFR/VFR): Record description of weather as VFR or IFR. Show the type most representative of the session. Conditions that impact training should be noted in COMMENTS.

WORKLOAD (L/M/H): Enter the workload level for the session as light (L), moderate (M) or heavy (H) that is most representative of the session.

COMPLEXITY: Enter a description of the complexity of operations as routine (R), occasionally difficult (O), or mostly difficult (M) that is most representative of the session. Note any unusual situations, equipment outages, configurations, and/or restrictions that impact training in COMMENTS.

HOURS/APPROACHES: For OJT and simulation, enter number of hours and minutes with the exception of Radar Final Control where number of approaches are entered. (Example 1+35)

TYPE (OJT/SIM): Enter either OJT or SIM to indicate type of training being conducted.

EVALUATION LEGEND: Table included describing the types of entries to be filled in for the job tasks and subtasks listed below.

PERFORMANCE: This section contains job tasks and subtasks used as a basis for instructing and evaluating the trainee. Users of this form should review the definitions of all job subtasks and their respective performance indicators. These guidelines are to be used by all participants involved in training to ensure mutual understanding. This checklist in not all-inclusive and is not meant to limit the duties to be reviewed. The job tasks entitled "Other" are intended for local use and adaptation.

a. During OJT, enter the appropriate code for "SATISFACTORY", "NEEDS IMPROVEMENT", "UNSATISFACTORY" or "NOT APPLICABLE". The terms are defined as follows:

(1) **SATISFACTORY**: An "S" in this column indicates that the trainee's observed performance during the session meets expected performance requirements and indicates that the trainee demonstrates the ability to work independently for this performance item. Examples of exemplary performance and/or specific comments shall be stated in COMMENTS.

(2) **NEEDS IMPROVEMENT**: A "N/I" in this column indicates that the trainee's observed performance is acceptable at this stage of training, but must improve in order to meet qualification requirements. Specific comments, along with suggestions or requirements for improvement, shall be stated in COMMENTS.

(3) **UNSATISFACTORY**: A "U" in this column indicates that the trainee's observed performance is unsatisfactory at this stage of training. Specific comments, suggestions, and recommendations for correcting each unsatisfactory job subtask must be stated in COMMENTS.

b. If a job subtask is not applicable to a position being observed, it shall be recorded as "N/A".

ROUTING: Route all evaluations through the four individuals listed prior to forwarding to the Training Support Specialist.

REF: Enter the subtask that the comment is referring to. (Example: When commenting on Good control judgment applied, enter B2)

OJTI COMMENTS (DAY _): This block is used by the OJT Instructor to document an observation when a Needs Improvement or Unsatisfactory mark is made on the front of the form. The comments:

a. May be specific or general.

b. May include exemplary, noteworthy, or unusual events.

c. Shall describe any observed performance deficiencies.

OJTI INITIALS/SIGNATURE: The OJT Instructor that is responsible for writing the daily comments must enter his/her operating initials and sign the evaluation.

STUDENT SIGNATURE: After debriefing the four day evaluation, the student/trainee enters his/her signature. A signature does not necessarily indicate concurrence with the evaluation, only that the evaluation has been discussed with the student/trainee.

STUDENT COMMENTS: This block may be used by the student/trainee for making comments pertaining to the training period or for making general comments regarding training. The student/trainee shall sign and date this block.

ATC INSTRUCTION/EVALUATION REPORT

1. Name	2. Date	3. Position(s)	4. Hours / %

5. Weather	6. Workload	7. Complexity	8. Routing
☐ VFR ☐ MVFR ☐ IFR ☐ Other _____	☐ Light ☐ Moderate ☐ Heavy	☐ Not Difficult ☐ Occasionally Difficult ☐ Mostly Difficult ☐ Very Difficult	FWO_____ BC _____ TC _____ TSS _____

9. Purpose ☐ OJT ☐ Scenario ☐ Skill Check ☐ Qualification ☐ Classroom ☐ Other _____

10.	Job Task	Job Subtask	Satisfactory	Needs Improvement	Unsatisfactory
Performance	**A. Separation**	1. Separation is ensured			
		2. Safety alerts are provided			
	B. Control Judgment	1. Awareness is maintained			
		2. Good control judgment applied			
		3. Priority of duties is understood			
		4. Control actions correctly planned			
		5. Positive control of situation provided			
	C. Traffic Management	1. Prompt action taken to correct errors			
		2. Effective traffic flow maintained			
		3. Aircraft identification maintained			
		4. Professional manner is maintained			
	D. Operating Methods and Procedures	1. Flight strip postings complete / correct			
		2. Clearances complete / correct / timely			
		3. LOA's / LOP's / Directives adhered to			
		4. Navigational assistance is provided			
		5. Weather information is provided			
		6. Handoff procedures correct / timely			
	E. Coordination and Communication	1. Traffic advisories correct / timely			
		2. Coordination thorough / timely			
		3. Communication is clear / concise			
		4. Makes necessary transmissions			
		5. Relief briefings complete and accurate			
	F. Phraseology	1. Standard phraseology is adhered to			
		2. Voice quality / Speech rate			
	G. Equipment	1. Equipment status information maintained			
		2. Computer entries correct			
		3. Adjustment of control display correct			
		4. Capabilities fully utilized / understood			
	H. Other (Specify)	1.			
		2.			

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11. Comments	11A. References

Signature: _____ Date: _____

12. Recommendation ☐ Qualification Skill Check ☐ Qualification
☐ Continuation of OJT ☐ Skill Enhancement Training ☐ Suspension of OJT

13. Employee's Comments:

This report has been discussed
With me (Signature) _____ Date: _____

14. Qualification/Requalification
I certify that this employee meets qualification requirements and is capable of working under general supervision.

Signature of Examiner: _____ Date: _____

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Trng %

FOUR DAY POSITION EVALUATION

NAME: _____ **POSITION:**_____

WORKLOAD	**COMPLEXITY**	**DATE** (YYMMDD)				
		WX (IFR / VFR)				
L – LIGHT **M** – MODERATE **H** – HEAVY	**R** – ROUTINE **O** - OCCASIONALLY DIFFICULT **M**–MOSTLY DIFFICULT	**WORKLOAD** (L/M/H)				
		COMPLEXITY (R/O/M)				
		HRS / APPROACHES				
		TYPE (OJT/SIM)				

EVALUATION LEGEND: S=Satisfactory N/I=Needs Improvement U=Unsatisfactory N/A=Not applicable

Job Task	Job Subtask	Day 1	Day 2	Day 3	Day 4
A. Separation	1. Separation is ensured				
	2. Safety alerts are provided				
B. Control Judgment	1. Awareness is maintained				
	2. Good control judgement applied				
	3. Priority of duties is understood				
	4. Control actions correctly planned				
	5. Positive control of situation provided				
C. Traffic Management	1. Prompt action taken to correct errors				
	2. Effective traffic flow maintained				
	3. Aircraft identification maintained				
	4. Professional manner is maintained				
D. Operating Methods and Procedures	1. Flight strip postings complete / correct				
	2. Clearances complete / correct / timely				
	3. LOA's / LOP's / Directives adhered to				
	4. Navigational assistance is provided				
	5. Weather information is provided				
	6. Handoff procedures correct / timely				
E. Coordination and Communication	1. Traffic advisories correct / timely				
	2. Coordination thorough / timely				
	3. Communication is clear / concise				
	4. Makes necessary transmissions				
	5. Relief briefings complete and accurate				
F. Phraseology	1. Standard phraseology is adhered to				
	2. Voice quality / Speech rate				
G. Equipment	1. Equipment status information maintained				
	2. Computer entries correct				
	3. Adjustment of control display correct				
	4. Capabilities fully utilized / understood				
H. Other (Specify)	1.				
	2.				
I. Supervisor Only	1. Crew coordination / effectiveness				
	2. Ability to lead, motivate, supervise				
	3. Overall knowledge				

CREW OFFICER_____ FWO_____ BRANCH CHIEF_____ TRAINING CHIEF_____

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REF.	OJTI COMMENTS (DAY 1)
	OJTI INITIALS/SIGNATURE:
REF.	**OJTI COMMENTS (DAY 2)**
	OJTI INITIALS/SIGNATURE:
REF.	**OJTI COMMENTS (DAY 3)**
	OJTI INITIALS/SIGNATURE:
REF.	**OJTI COMMENTS (DAY 4)**
	OJTI INITIALS/SIGNATURE:

STUDENT SIGNATURE: _____

STUDENT COMMENTS: (Initial one): (_____) I concur without comment. (_____) I wish to make to following comments: See below.

STUDENT COMMENTS:

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Job Task: SEPARATION	
Job Subtask	**Indicator**
1. Separation is ensured. Provides control instructions or restrictions to ensure separation standards are maintained at all times.	a. Issues appropriate control instructions or restrictions, including speed control, vectoring techniques, and visual separation. b. Ensures traffic entering/departing his/her airspace is not in conflict or about to lose separation. c. Obtains specific approval prior to entering another position's/facility's area of jurisdiction.
2. Safety alerts are provided. Recognizes that safety alerts are a first priority duty along with separation of aircraft, and remains constantly alert for unsafe proximity situations.	a. Informs pilot or appropriate controller when unsafe situation has been observed. b. Issues alternate course of action when feasible.
Job Task: CONTROL JUDGMENT	
Job Subtask	**Indicator**
1. Awareness is maintained.	
2. Good control judgment is applied. Issues control instructions or restrictions that are correct. Carefully plans procedures prior to issuing instructions to provide a safe, expeditious traffic flow.	a. Uses correct speed control procedures and techniques. b. Applies effective vectoring techniques. c. Considers aircraft performance capabilities in control decisions, and demonstrates awareness of aircraft equipment capabilities and limitations that affect air traffic control instructions. d. Uses control procedures that do not place workload or stress on other controllers/facilities. e. Considers subsequent controller requirements. f. Does not terminate or activate radar control prematurely. g. Informs aircraft and appropriate personnel of significant situations.
3. Priority of duties is understood. Properly prioritizes actions according to their significance in the overall traffic situation.	Performs duties in the order of their importance.
4. Control actions correctly planned.	
5. Positive control of situation provided. Takes command of control situations and does not act in a hesitant or unsure manner. Observes present and	a. Demonstrates confidence and takes command of control situations.

considers forecasted traffic to predict if an overload may occur, and takes appropriate action to prevent of lessen the situation.	b. Maintains positive control during stressful situations. c. Recognizes potential overload situations.
Job Task: TRAFFIC MANAGEMENT	
Job Subtask	**Indicator**
1. Prompt action taken to correct errors	
2. Effective traffic flow maintained. Takes into account aircraft characteristics and their effect on traffic control. Uses runways and taxiways to best advantage.	a. Makes effective use of runways and taxiways. b. Provides orderly traffic flow with proper aircraft spacing, and avoids use of excessive separation/restrictions. c. Considers aircraft characteristics and their effect on traffic flow and properly sequences traffic. d. Manages ground traffic effectively and efficiently. e. Implements and recovers from holding procedures efficiently. f. Adheres to flow control procedures.
3. Aircraft identity is maintained. Maintains positive identification during the entire time the aircraft are within the area of responsibility.	a. Uses radar displays to assist in maintaining identity. b. Re-identifies aircraft when doubt exists. c. Detects errors in aircraft identity. d. Employs correct beacon and radar procedures in identifying aircraft. e. Maintains awareness of nonradar, untracked, unassociated, or primary targets within delegated airspace. f. Remains aware of previously coordinated traffic.
4. Professional manner is maintained.	
Job Task: OPERATING METHODS AND PROCEDURES	
Job Subtask	**Indicator**
1. Flight strip postings complete/correct. Posts all required information on strips, and updates as required.	a. Receives flight plans and distributes strips to correct operational positions in a timely manner. b. Posts all required information on strips, and

	reviews and updates as required. c. Posts data in correct area on strips. d. Ensures postings are legible. e. Detects and corrects strip errors, ensuring that actual altitude and route agree with strip information.
2. Clearances complete/correct/timely. Transmits/issues clearances in correct format, is specific, and uses correct phraseology.	a. Uses specific terms to describe a fix. b. Adheres to readback procedures. c. Adheres to predeparture clearance (PDC) procedures.
3. LOAs/LOPs/Directives adhered to. Ensures performance and control instruction/duties is in compliance with handbooks, facility procedures, and directives.	a. Adheres to LOA requirements. b. Adheres to facility directives and local routing instructions.
4. Navigation assistance is provided. Follows the required format for providing navigational assistance, weather information, and traffic advisories.	a. Provides navigational assistance when operational advantage would be gained by pilot or controller. b. Provides significant weather information in a timely manner to aircraft and controllers/facilities. c. Solicits pilot reports (PIREPs) as required. d. Adheres to NOTAMs, SIGMETs, and CWA procedures. e. Issues complete traffic information in required format for both radar identified and nonradar identified aircraft as required. f. Provides chaff services and bird activity information when necessary.
5. Weather information is provided.	
6. Handoff procedures correct/timely.	
Job Task: COORDINATION AND COMMUNICATION	
Job Subtask	**Indicator**
1. Traffic advisories correct/timely.	
2. Coordination thorough/timely.	
3. Communication is clear/concise. Ensures that all data passed or received are understood. Does not have to repeat information using different words to	a. Demonstrates a pleasant and positive voice. b. Demonstrates moderate, rather than too fast or too

convey the intended meaning.	slow, speech rate. c. Listens carefully and verifies that correct information is transmitted and received. d. Demonstrates clear pronunciation. e. Does not transpose words, numbers, or symbols.
4. Makes necessary transmissions. Transmits only information that is required over radio or interphone.	a. Uses radio/interphone only when necessary. b. Transmits only required information and instructions. c. Does not use abusive or profane language. d. Does not transmit separate message when it would be more effective to combine information.
5. Relief briefings complete and accurate. Ensures that duty familiarization and transfer of position responsibility are complete and accurate. Follows approved checklist when exchanging information, and both individuals acknowledge the positive transfer of responsibility.	a. Communicates pertinent status information. b. Communicates weather information to relieving specialist as necessary. c. Communicates overall traffic situation. d. Ensures that unresolved questions about the operation of the position are resolved before transfer of responsibility. e. When assuming a position, completes the appropriate position log to indicate responsibility for a specific position or combined position.
Job Task: PHRASEOLOGY	
Job Subtask	**Indicator**
1. Standard phraseology is adhered to. Uses words and phrases in accordance with the requirements of the duty being performed.	a. Uses approved procedures, words, phrases and formats. b. Issued instructions that are specific.
2. Voice quality/Speech rate.	
Job Task: EQUIPMENT	
Job Subtask	**Indicator**
1. Equipment status information is maintained. Maintains knowledge of equipment operating status.	a. Determines status of equipment performance. b. Reports malfunctions.
2. Computer entries correct.	
3. Adjustment of control display correct.	

4. Capabilities fully utilized/understood. Uses available equipment to the fullest extent possible. Displays knowledge of capabilities and limitations of equipment and its associated backup.	a. Enters all required data into computer for required area display. b. Displays appropriate area of jurisdiction. c. Adjusts radar presentation to present the best display possible. d. Displays appropriate filter limits. e. Demonstrates knowledge of required computer entries and ensures entries are complete and correct. f. Enters necessary corrections/updates in a timely manner. g. Demonstrates knowledge of procedures for operating all equipment. h. Is aware of equipment peculiarities.
Job Task: SUPERVISOR ONLY	
Job Subtask	**Indicator**
1. Crew coordination/effectiveness.	a. Maintains a spirit of cooperation. b. Maintains a professional manner. c. Is receptive to instructor's, supervisor's, and team members' suggestions for improvement of job performance. d. Remains calm under stress. e. Conveys pertinent information to other team members in a timely manner.
2. Ability to lead, motivate, supervise.	
3. Overall knowledge.	

APPENDIX H

FLIGHT DATA INPUT/OUTPUT (FDIO) HANDBOOK

1. INTRODUCTION. This handbook contains instructions for entering/requesting data from the FDIO equipment.

FIELD	DEFINITION AND ELEMENTS	FORMAT	EXAMPLE	REQUIREMENTS	ERROR INDICATION
01	MESSAGE TYPE	LL	FP AM DM	Required for all messages, except correction messages, 2 letters	
	Field Separator	Space		Match stored type	01 MSG INVALID MESSAGE TYPE
				If valid message type but not legal from this source	01 MSG ILLEGAL SOURCE
02	AIRCRAFT IDENTIFICATION (AID)	La (a) (a) (a) (a) (a)	N63TT NIKEL31 MARS21	First Character a letter; total 2-20 characters. Must match stored aircraft identification (except for initial FP entry). Limit one FP, same aircraft identification for each departure point.	02 FLID FORMAT 02 FLID NOT STORED 02 FLID DUPLICATION
	Element Separator	/			
	Departure Point	aa (a) (a) (a) (/) (a) (a) (a) (a) (a)	W95 NKT NCA	Used in AM and HM messages.	
	Element Separator	/			02 FLID FORMAT
	Computer Identification	ddL or ddd	056 222	Computer number not available for FP, however should be used in other situations instead of AID.	02 FLID NOT STORED
	Beacon code	(dddd)	2122		
	Field Separator	Space			
03	AIRCRAFT DATA (TYP)			2-9 Alphanumerics	03 TYP FORMAT
	Number of aircraft and/or Heavy Jet Indicator	(d) (d) or (d) (L) or (L)	10 9H	When heavy jet indicator is present, the maximum number of aircraft in flight is 9	
	Element Separator	/	9H/	The heavy jet indicator when present must immediately precede the element separator	
	Type of Aircraft	aa(a)(a)	HAR H46 C130		
	Element Separator	/		Separates type aircraft and equipment suffix	
	Airborne Equipment Suffix	As Adapted	CV58/T T38/P	Must be adapted equipment Qualifier	03 TYP ILLEGAL EQUIPMENT QUALIFIER
	Field Separator	Space			
04	BEACON CODE (BCN)	(dddd)	1100 0600	This field Octal only	04 BCN FORMAT
	Field Separator	Space			
05	SPEED (SPD)			2-4 Characters	05 SPD FORMAT
	True Airspeed	(d)(d)dd	495		
	MACH Speed	Mddd	M087		
	Classified Speed	SC	SC		
	Field Separator	Space			
06	DEPARTURE FIX (FIX)	aa(a)(a)(a) (/)(a)(a)(a) (a)(a)(a)	EWN NKT14010 3034/08248	2-12 Alphanumerics Same requirement as Field 10	06 FIX FORMAT
	Field Separator	/			
07	TIME (TIM)			1, 4 or 5 Characters	07 TIM FORMAT
	Type of time	E P D		Type of time shall be omitted in the DM message.	
	Time	dddd	1450		
	Field Separator	Space			

08	ASSIGNED ALTITUDE (ALT)	(d)dd	70	2-20 Characters Altitudes expressed in hundreds of feet	08 ALT FORMAT
		OTP OTP/dd(d)	OTP/75		
		(d)ddBdd(d) ABV/dd(d) VFR VFR/dd(d)	130B150 ABV/600 VFR/45	When Altitude Block is entered the lower altitude must be entered first.	
				When using (d)dd/Fix/(d)dd, the fix must be a 2-12 character fix designator.	
	Field Separator	Space			
09	REQUESTED ALTITUDE (RAL)	(d)dd	80	2-7 Characters Altitudes expressed in hundreds of feet	09 RAL FORMAT
		OTP OTP/dd(d)	OTP/65		
		(d)ddBdd(d) ABV/dd(d) VFR VFR/dd(d)			
	Field Separator	Space			
10	ROUTE (RTE)			2-12 Characters. The limit of field elements in Field 10 is 40	10 RTE FORMAT
				This field is acceptance checked by element. The oblique stroke when used as a tailoring indicator, is considered a route element	10 RTE TOO MANY ELEMENTS 10 RTE SHORT ROUTE
				Fixed-sequence field, i.e., Fix.Rte.Fix.Rte.Fix. The first and last elements must be a fix.	10 RTE NOT STORED
	Departure Fix	aa(a)(a)(a) CYYD	ILM	The fix name must include at least one letter.	
	(Latitude/Longitude (Fix-Radial-Distance)	dddd(L)/(d)dddd(L) aa(a)(a)(a) ddd ddd	2430N/8915W 2430/8915 NKT180025	S and E latitude and longitude must be entered when applicable. If one of the optional (L)s, for N or W is used, both must be entered.	10 RTE FORMAT
	Element Separator	. or ..	EWN.V139 EWN..ISO	A period is the element separator between unlike elements (Fix.Rte). Two periods are element separators for like elements (Fix..Fix).	10 RTE NOT STORED
	Airway	aa(a)(a)(a)(a)(a)(a)	V45 J78		
	Coded Route	aa(a)(a)(a)(a)(a)(a)	NKT12 NYG02	Coded routes are defined as adapted routes for specific missions.	
	SID	aa(a)(a)(a)d	SANDE1	If used, SID name must be second element in Field 10	10 RTE FORMAT
	STAR	aa(a)(a)(a)d	FORTS1	If used, STAR name must be next to last element in Field 10.	
	Incomplete Route Indicator	XXX		Used to permit initial processing of strips when elements other than the first postable fix are in error or nonadaptable.	
	Visual Flight Rules Indicator/Defense Visual Flight Rules Indicator	VFR DVFR		VFR and/or DVFR when filed as second element in Field 10 must be followed with a fix. When filed as other than the second element, processing stops at the VFR/DVFR element.	10 RTE NOT STORED
	Re-entry Operator	+Rd(d) +Sd(d) +Rd(d)+Sd(d)	+R4 +S3	The Re-entry Operator must be suffixed only to a coded route, d(d) must be between 0 and 15, inclusive. Either or both operators may be suffixed.	10 RTE FORMAT
	Stereo Tag	LL(a)(a)(a)(a) (a)(a)	NKT11	If used, a Stereo Tag must be the only filed element in Field 10. OTP is not a legal Stereo Tag	10 RTE NOT STORED
	Estimated Time Enroute	/dddd	/0130	The ETA/ETE must be suffixed to the destination.	10 RTE FORMAT
	Estimated Time of Arrival		/1445		
	Delay Data	/D(d)d+dd	/D1+45	Delay Data must be suffixed only to a Fix name, Fix-Radial-Distance or Lat/Long.	10 RTE FORMAT

				Delay Data must not be suffixed to the last filed element.	
11	REMARKS (RMK)	O O	O Remarks O Remarks	If both are used O must be first.	11 RMK FORMAT
12	FIELD REFERENCE NUMBER				
	Number	dd	04 13 21	2 digits; used in AM to designate field of stored data to be amended. Must refer to valid field number. Leading zero optional.	FORMAT
	Abbreviation	LLL	TYP SPD RTE		INVALID FIELD REFERENCE
	Field Separator	Space		Must contain field number between 01 and 11 inclusive.	
13	LOCATION IDENTIFIER	aa(a)(a)(a)(/) (a)(a)(a)(a) (a)(a)	NKT NKT120026 3500N/1400W	Used in the SR message to specify the strip requested by its fix posting.	REJECT-INVALID FIX
14	SECTOR IDENTIFIER	Not used by FDEP sources			
15	MESSAGE CANCELLATION GROUP				
	Cancellation Code	CXX	CXX	3 letters. (Space CXX Space) required to cancel accompanying input message. This field is used to cancel previous message which cause error message that is being answered. 1-3 characters	
	Field Separator	Space			
16	OUTPUT ROUTING				
	Output Station	dd	03	2 digits	FORMAT
	Sector Identifier		42		
	Adjacent Manual Center	LLL	ZDC	3 letters; must match stored facility identifier	
	FSS, BASOPS, Terminal	aaaL	AMGF	The L is format aaaL must be: A – Approach Control Arrival – FDEP D – Departure FDEP T – Tower FEDP F – FSS M – BASOPS	
	General A or Primary A Position	Ld	E2	This format is used to designate Assistant Chief Flow Controller (WS/FC). Primary A, General A, and System Engineer position.	REJECT-INCORRECT ROUTING
	Broadcast Indicator	L		L must be: A, D, T, F, M, or G	
	Field Separator	Space			
17	AMENDMENT OR CORRECTION			Correction and Amendment data is merged with stored flight data, reprocessed and acceptance checked in that context.	
	Corrected Data			Format must correspond to that required for the designated field. Contains the amended or corrected data for the field referenced by the proceeding field reference number (Field 12) or the Error Message	
	Field Separator	Space			
18	PROGRESS REPORT DATA			2-17 Alphanumerics. Contains a fix or strip number, but not both, and may contain a time.	FORMAT
				Used only with FDEP eligibility.	REJECT NOT YOUR CONTROL
	Fix	aa(a)(a)(a)(/) (a)(a)(a)(a)(a) (a)	NCA040010 MRH	Element Separators (/) are required to separate two entered elements	INVALID FIX
	Element Separator	(/)			
	Time	(dddd)			INVALID TIME
	Field Separator	Space			
21	HOLD DATA			Optional Field. Contains two elements; Fix 2-12 Alphanumerics.	FORMAT

				Time 4 digits.	
	Fix	Same as Fix name in Field 10	ISO	Elements are optional in combination as long as the sequence of fix/time is preserved. When both elements are present they must be separated by a slash character (/). The fix may optionally be a strip number.	
	Element Separator	(/)		Fix must match a converted fix in the flight plan route.	INVALID FIX
	Time	(dddd)		The absence of a time causes and indefinite hold at a fix, if entered, or at present position.	INVALID TIME
34	ALTIMETER DATA			This field contains one element of three digits.	
		ddd	992	992 inputs an altimeter setting of 29.92	REJECT-INVALID ALTIMETER SETTING
		L	M	Missing	
	Field Separator	Space			
35	DATA ENTRANCE TIME	dddd	2359	The first two hour digits cannot exceed 23; the last two digits can be not greater than 59.	REJECT-INVALID TIME
	Field Separator	Space			
45	WEATHER DATA	1-78 Alphanemerics	O C X ¼ S +	This field must start with Clear Weather symbol.	
	Field Separator	Space			

FIELD	DEFINITION AND ELEMENTS	FORMAT	EXAMPLE	REQUIREMENTS	ERROR INDICATION
AM	AMENDMENT MESSAGE	01, 02 12 (17) (12 17)	AM MARS21 05 450	Identification must match one in storage. Computer identification number may be used	02 FLID NOT STORED
	To modify, add to, or delete previously filed Flight Plan Data.			An FDIO may amend a flight plan if the aircraft is proposed but center strip is not yet printed or the flight is active and the tower or approach control has a strip, either by normal routing or because of a strip request message.	REJECT-NOT YOUR CONTROL
				Duplicate field reference is not allowed in the same amendment message.	REJECT-DUPLICATE FIELD REFERENCE
				If field 02 is the field being amended, no other field may be amended in this AM	REJECT-INVALID AMENDMENT
				Amendments made to field 06 must be accompanied by field 07 and/or a field 10 amendment.	REJECT-FIELD OMISSION
				Amendments to field 07 letter prefix may be from P to D, D to E, or P to E. Stated in negative it is an error to change D to P, or E to P or D.	INVALID TIME PREFIX
				Two combinations to amend Field 10 are field 06 and 10 combination with any other field or field 10 by itself. All elements of field 10 are amendable but the departure fix must be amended alone, and followed by departure arrow ( ). An amendment to Field 10 of a Stereo Flight Plan will cause deletion of the stereo tag.	REJECT-INVALID AMENDMENT
AS	ALTIMETER SETTING				
	To enter altimeter data for selected reporting stations.	01 35 13 34 (13 34) … (13 34)	AS 0030 LIT 000 PBF 999	Must be an adapted reporting station identifier.	REJECT-NOT ADAPTED
DM	DEPARTURE MESSAGE	01 02 (07) (08) (01 02 (07) (08) …etc.		An FDIO may send departures on as many as six aircraft in one departure message.	
				There must be a minimum of two and a maximum of four field for each departure within the DM. An asterisk may be suffixed to the flight identification or to the departure point if used.	REJECT-MESSAGE TOO LONG

				The asterisk suppresses any PDR.	
				The flight identification must match one already in storage for a proposed flight, otherwise an error response is received from the computer.	PENDING AT SOURCE
				If an error is pending on an accepted AM only the source of the AM may input a DM on the flight with the exception of ARTS.	REJECT-CORRECTION PENDING AT SOURCE
				FDIO may send DMs when SFER parameter is on, for flight from airports adapted to their area or have received a flight strip from normal strip routing or from strip request (SR) message.	REJECT-NOT YOUR CONTROL
				Time must be within programmed parameters of present clock time.	07 TIM INVALID
FP	FLIGHT PLAN				
	To File Proposed Flight Plan	01 02 03 (04) 05 06 07 09 10 (11)	FP MARS21 3/HAR/P 250 NKT P1500 180 NKT..NKT134027		
	To File Active Flight Plan	01 02 03 (04) 05 06 07 08 10 (11)		Field 02. Proposed FP cannot duplicate FP in storage having same departure point	REJECT-DUPLICATE FP IN SYSTEM
				An active FP cannot duplicate another active FP.	02 AID INVALID-DUPLICATE FLIGHT ACTIVE
		( ) indicated optional field		IF the P-time entered (Field 07) is more than 30 minutes in the past, it will be considered as next day's traffic	
FR	FLIGHT PLAN READOUT	01 02		If more than one flight plan is found with the same aircraft identification a list is output containing computer identifications, departure point, and for proposals departure times of all flight plans in storage with matching aircraft identifications.	REJECT-FLID NOT STORED REJECT-FLID DUPLICATION
GI	GENERAL INFORMATION	01 16 (16) … (16) 11	GI E2 O NOTAM NKT	Output Routing (Field 16) must be legal identifier.	REJECT-INCORRECT ROUTING
	To enter information desired for output at locations specified in the output routing.			The last field (11), must be preceded by the remarks code – the clear weather symbol	REJECT-NO REMARKS CODE
HM	HOLD MESSAGE	01 02 (21)	HM NIKEL31 NKT180010/16 15	For the HM to be accepted the flight must be active. The hold data field (Field 21) is optional with fix and/or time or either fix or time alone. But if fix and time are used they must be separated by element separator (/).	REJECT-FLIGHT NOT ACTIVE
				The fix must match one in the route of flight. The hold will start at present position.	INVALID FIX
				The time input is the time released from hold. Absence of a time causes indefinite hold.	INVALID TIME
				An approach control FDIO may enter an HM if they have received a strip through normal routing or strip request message and Sector FDIO Eligibility Rules (SFER) is on.	REJECT-NOT YOUR CONTROL
PR	PROGRESS REPORT	01 02 18	PR ROMAN31 NKT180010	If Sector FDIO Eligibility Rules (SEFR) are on, and FDIO may send a PR if they have received a strip by normal printout routing or by strip request message. Field 18 may contain: 1. Fix 2. Time is optional the computer will input current time.	REJECT-NOT YOUR CONTROL
	To update the status of an active flight. It may be used to release a flight from hold.			A fix entered in Field 18 must be on the route of flight of the named aircraft.	INVALID FIX
				A time entered must be no more than 30 minutes earlier or no more than 5 minutes beyond present time.	INVALID TIME

RB	RESTORE ARTS DATABASE	01 13		The Restore ARTS Database message is format and logic checked. An acceptable message results in an accept response being returned to the sender and the transmission of all current flight plan data to the specified ARTS facility.	REJECT-NOT ADAPTED
RF	REQUEST ARTS TRANSFER	01 02 13	RF OTIS12 ILM	The ARTS Facility Identifier must be three alphanumeric characters	REJECT-NOT ADAPTED
	To force the transmission of Flight Plan Data to an ARTS Facility.			The identifier must match an identifier in the computer storage and be one that the flight is intended for.	REJECT-INVALID ARTS
RS	REMOVE STRIP	01 02	RS MARS911		02 AID NOT STORED
	To remove from the system all flight data for a specified flight plan.			An FDIO may input an RS message if the aircraft is proposed but center strip is not yet printed or the flight is active and the tower or approach control has a strip, either by normal routing or because of a strip request message	REJECT-NOT YOUR CONTROL
RX	ARTS-NAS CANCELLATION	01 02	RX STONE24	Identification must match one in storage or an error message is returned to the source of this RX message input.	02 AID NOT STORED
SP	STEREO FLIGHT PLAN MESSAGE	01 02 (03 05) 07 (08 or 09) 10 (11)		Logic checking is first performed only on the stereo tag data (Field 10). The stereo tag entered must be an adapted stereo tag. Otherwise results in an error message being returned.	
SR	STRIP REQUEST	01 02 13 16		Field 13 is a fix identifier. The fix identifier must be one of the following: fix, fix-radial-distance, Lat/Long.	REJECT-INVALID FIX/STRIP NUMBER
			SR MARS31 NKT NKTA	Output routing (Field 16) must contain the adapted correct identification for: an active sector approach control, tower, or manual center.	REJECT-INCORRECT ROUTING
TD	TEST DEVICE To provide an output test message to a specific FDIO printer in a terminal facility.	01 16	TD NKTT	Field 16 must identify an adapted tower or approach control; T-tower, D-approach control departure, A-approach control arrival	REJECT-INCORRECT ROUTING
WX	WEATHER To enter weather observation data for selected adapted reporting station(s).	01 13 35 45 (13 35 45) …	WX EWN 2355 O C5 X ¼ S+	Field 45 must begin with a Clear Weather symbol. It is a free format not to exceed 78 characters.	REJECT-MESSAGE TOO LONG REJECT-FIELD OMISSION REJECT-NON-ADAPTED STATION
WR	WEATHER To receive weather observation data for selected adapted reporting station(s)	01 13	WR EWN	Allows up to three reporting stations	REJECT-NON-ADAPTED STATION REJECT-MESSAGE TOO LONG